



# Credition Town Council

Market Street  
Credition  
Devon  
EX17 2BN  
Telephone: 01363 773717  
Email: [townclerk@credition.gov.uk](mailto:townclerk@credition.gov.uk)

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## VACANCY

### **ASSISTANT TOWN CLERK (Maternity Cover)**

Based at Town Council Offices, North Street, Credition

**37 hours per week - Fixed Term (January to November 2019 - 11 months\*)**

Salary LC1 SCP 15-18 (£17,413.44 - £18,431.40)

dependent on experience and qualifications.

Credition Town Council has an exciting opportunity for an Assistant Town Clerk to cover maternity leave from January 2019 to November 2019 (11 months\*).

The successful candidate will be required to assist the Town Clerk with a diverse and interesting range of duties, including management of the Council's Committees and their delivery of services to the people of the Town.

You will have responsibility for communication with local authorities at all levels, community groups and service providers as well as the general public. You will be expected to work as part of a small friendly team, as well as on your own initiative.

Within your flexible approach to working hours, your organisational abilities will be called upon on a daily basis, as will your IT skills.

You will need to have previous senior administrative experience, preferably with Local Government experience.

Application packs are available from [www.credition.gov.uk](http://www.credition.gov.uk) and should be submitted either by post to Mrs Clare Dalley, Town Clerk, Credition Town Council, Council Offices, Market Street, Credition, EX17 2BN or by e-mail to [townclerk@credition.gov.uk](mailto:townclerk@credition.gov.uk).

The closing date for receipt of applications is Friday, 2<sup>nd</sup> November 2018 at 12 noon. If you would like to have an informal discussion with Clare, the Town Clerk please telephone 01363 773717.

\*The maternity cover is expected to end in November 2019, though there is a possibility this may continue until February 2020. We would like the maternity cover to start in January 2019 to allow a handover period with the post holder.



## Job Description

### **Assistant Clerk (Maternity Cover)**

#### **1. Core Role**

To assist the Town Clerk in ensuring that the Town Council is running efficiently and in accordance with Local Government regulations and legislation and, in liaison with the Town Clerk, to advise the Town Council and individual Councillors on relevant sector, financial and legal matters relevant to Credition Town Council.

#### **2. Assistant Clerk Services**

- a) To provide Clerk services to the Environment Committee, Grants Sub-Committee and Parish Paths Sub-Committee.
- b) To be responsible for producing agendas, supporting documents and minutes for the meetings for which you Clerk.
- c) Take appropriate follow-up action from meetings and to action decisions made at the meetings on behalf of members when required and to liaise with the Town Clerk when necessary.
- d) To attend the Full Council meetings and take minutes at these and other meetings as required.
- e) To assist the Town Clerk in drawing up Full Council and other committee agendas and supporting documents.
- f) Clerk meetings of the Town Council in the absence of the Town Clerk and other meetings and working groups as required.
- g) To administer the Council's allotments, including the preparation, issuing and termination of tenancy agreements and the collection of payments. To assist with regular allotment inspections.
- h) Maintain an up to date knowledge of planning applications and issues and to ensure that the planning records are kept up to date and add comments on the portal on behalf of the Town Council.

#### **3. Financial Management**

- a) To assist the Town Clerk and RFO to complete the Annual Return for the external auditors and make available all papers for the public as legally required. Publish notices as legally required.
- b) To assist the Town Clerk and Councillors in income generation, fundraising and project management as required.

#### **4. Civic Support**

- a) To assist the Mayor and Deputy Mayor in the management of their diaries and events.
- b) To assist with planning and organisation of the Town's Civic events (currently three events a year) and to attend these events as required.

#### **5. Administration Duties**

- a) Carry forward projects on behalf of the Town Council, reporting back at regular intervals, monitoring progress and taking action where necessary.



- b) In conjunction with the Town Clerk, to propose projects to the Town Council in accordance with budget requirements.
- c) Summarise papers for submission to the Town Council, prepare meeting packs and present reports for consideration.
- d) Liaise with other organisations and authorities as necessary.
- e) To support the Town Clerk in ensuring best practice is maintained at all times, including policy and procedure reviews, monitor compliance with Standing Orders and Financial Regulations and to assist with updating policies and procedures as and when required.
- f) Update the Town Council's website and engage in the Town Council's social media requirements.
- g) In conjunction with the Town Clerk, prepare the Town Council's quarterly newsletter and annual report.
- h) Liaise with District and County Councillors as required.
- i) Work with voluntary and community organisations.
- j) Provide front of house assistance and cover to the Administrative Assistant at peak times or in their absence.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of duties or the level of responsibility entailed.

Salary: LC1 SCP 15-18 (£17,413.44 - £18,431.40) dependent on experience and qualifications.

Hours: Full time (37 hours per week) to include evening meetings and occasional weekend work.

Any overtime accrued will be paid or taken as TOIL and managed within the Town Council's operational requirements.



## Person Specification

### Assistant Clerk (Maternity Cover)

The postholder should meet all the essential criteria listed below.

	Essential	Desirable
<b>Qualifications and Training</b>	<p>Good general education: 5 GCSEs or equivalent including Maths and English.</p> <p>Be willing to undertake any training essential for the role.</p>	<p>A recognised qualification in local government administration.</p>
<b>Knowledge and Experience</b>	<p>Experience in general office administration including manual and computerised systems.</p> <p>Experience of compiling agendas, reports and formal meeting minutes.</p>	<p>Previous local government experience.</p> <p>Proven ability to provide effective management and direction to oversee projects.</p> <p>General knowledge of Credition.</p>
<b>Skills and Abilities</b>	<p>Excellent verbal and written communication skills including good customer facing skills.</p> <p>Ability to establish and maintain effective working relationships with Councillors, employees, members of the public and external organisations.</p> <p>Honesty, integrity, impartiality, objectivity and openness.</p> <p>Excellent IT skills including use of Microsoft Office - Word, Excel and Outlook.</p> <p>Ability to update the Town Council's website and to utilise social media.</p> <p>Able to deputise fully for the Town Clerk in her absence.</p>	<p>IT skills relating to design packages such as Microsoft Publisher.</p> <p>Knowledge of Scribe accounting system.</p> <p>Ability to understand the legal framework in which the Town Council operates.</p> <p>Experience of supervising staff.</p>



	<p>Effective time management skills including the ability to work to strict deadlines.</p> <p>Ability to work on your own initiative and think 'outside of the box'.</p> <p>Research skills using a range of resources.</p>	
<b>Personal characteristics</b>	<p>A flexible approach to working hours and duties including an ability to work evenings and occasional weekends</p> <p>Self-reliant and self-motivated.</p>	

# CREDITON TOWN COUNCIL

## APPLICATION FOR EMPLOYMENT



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By signing this form, you will be providing the Council with your consent to these uses.

► **Post Applied For:**

► **Personal Details:**

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

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Are you related to any elected member or employee of the Council? If so, please give details.

► **Education:**

Please list all educational qualifications obtained\*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

\* The Council may require sight of the original certificates for all qualifications received

**► Work Related Skills and Qualifications:**

Please give details of all relevant training courses attended and qualifications obtained (if applicable)\*

**► Other Skills:**

Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying

**► Health:**

Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?

**► Present (Last) Employment:**

Employer (and location)

Nature of Business

Full or Part Time

Job Title

Permanent or Temporary

Summarise the nature of your work and job responsibilities/achievements

Date Joined

Date Left or Notice Period

Reason for Leaving

Salary/Wage on Leaving

**► Previous Employment:**

Employer (and location)

Nature of Business

Full or Part Time

Job Title

Permanent or Temporary

Summarise the nature of your work and job responsibilities/achievements

Date Joined

Date Left

Reason for Leaving

Salary/Wage on Leaving

\* The Council may require sight of the original certificates for all qualifications received

<b>Previous Employment (continued)</b>	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
<p><b>► Other Relevant Information:</b> Please provide any supplementary information appropriate to your application, which is not covered elsewhere. Please add any details of any relevant knowledge, experience or personal qualities in support of your application. Additional sheets may be attached.</p>	
<p><b>► Eligibility for Employment:</b></p>	
Are you currently eligible for employment in the UK? (Please answer Yes or No)	
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc - showing authorisation to work and reside in the UK)	



<b>► References:</b>			
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*			
Have you any objection to the references being obtained prior to interview? (Please answer Yes or No).			
<b>► Declaration:</b>			
I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.			
Signed		Date	
<b><i>The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.</i></b>			
<b>► Equal Opportunities – Voluntary Information</b>			
The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit. In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.			
I would describe my ethnic origin as (please tick):			
African		Afro-Caribbean	
			Asian (China/SE Asia)
Asian (Indian Sub-continent)		European	
			Other (please specify)

**Please return to: Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices,  
Market Street, Crediton, Devon, EX17 2BN by 12 noon on Friday, 2<sup>nd</sup> November 2018.**

\* NOTE: References will be obtained and their authenticity checked if you are to be offered the post