



Nailsworth Town Council – Deputy Clerk Job Description

Salary scale	LC2 SCP 24-28
Salary	£29,174 p.a. pro rata
Pension scheme	Local Government Pension Scheme
Hours per week	25 hrs per week (some evening meetings)
Location	Civic Centre, Old Market, Nailsworth GL6 0DU
Responsible to	The Town Clerk and Nailsworth Town Council (NTC)
Responsible for	Customer Services & Facilities Coordinator (part time) and Customer Services & Communications Coordinator (full time)
Annual leave	24 days p.a. pro rata plus 2 extra statutory leave days, and bank holidays

Overview

A busy and varied role, the Deputy Clerk will work closely with the Town Clerk to;

- Carry out the statutory duties and functions of the Town Council as set out in Standing Orders and Financial Regulations.
- Provide legal, financial and technical advice to the Council and councillors in the Town Clerk's absence.
- Assist in the delivery of the Council's strategic plan and projects.
- Provide an accessible, responsive and engaged service to the community.
- Provide support to the Town Clerk on all aspects of the Council's work and deputise in the Town Clerk's absence at meetings of the Council and Committees and in general as required.
- To be responsible for actioning or liaising with colleagues on matters arising from Council and Committee meetings and monitoring and updating these regularly to ensure that deadlines are met.

Specific Responsibilities

Council and committee meetings:

- Draft agendas for council and committee meetings to be clear in meaning and not unlawful or improper, for approval by the Clerk .
- Attend and minute Environment and Recreation & Amenities committee and other meetings as required (12 committee meetings p.a.) ensuring council business is transacted in accordance with Standing Orders, Financial Regulations and the Code of Conduct.
- Organise meetings for councillors and outside representatives.
- Implement decisions made by the Council at the direction of the Clerk.

Financial:

- Act as the Treasurer to the Arkell Community Centre Trust.
- Assist with the preparation of End of Year Accounts and submission for annual audit.
- Assist with payroll and pension management.
- Assist with monitoring and ensuring that the accounts are reconciled monthly and a report prepared for Council.
- Ensure contracts are run in accordance with the council's Standing Orders.

Statutory:

- Ensure competence and compliance with statutory and other provisions (including Year End accounts, Transparency Act, GDPR and Health & Safety).
- Respond to planning applications via the SDC Planning Portal.
- Assist with the monitoring, review and implementation of the Town Council's policies to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- Prepare draft responses for third party consultation exercises.



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General duties:

- Manage projects through to completion.
- Investigate and apply for grant funding for Council projects.
- Ensure specifications are prepared for contractors to carry out work out on Council land.
- Assist Council Working Parties to achieve their aims as directed by the Clerk.
- Act as Line Manager to the Customer Services Coordinators.
- Other reasonable duties as directed by the Clerk.
- Oversee the management and development of the Council's website.
- Liaise with local press and media in consultation with the Town Clerk and any relevant Councillors and create press releases and photos to maximise promotional opportunities on behalf of the Council.
- Liaise and represent the Council with the public, other public bodies and organisations and identify ways in which to positively promote the Council by developing partnerships and relationships.
- Carry out inspections of Council land and property and oversee maintenance and improvements.
- Continue the development of tourism promotion through positive partnerships with volunteers, market towns, the district council and other partners.
- Manage and oversee positive volunteer engagement to fulfil the needs of both volunteers and the Council.