



JOB DESCRIPTION

ASSISTANT CLERK (ENVIRONMENTAL FOCUS)

- **Responsible to** Full Council
- **Location** Home based working with some evening meetings and site visits
- **Employment status** Part Time – 20 hours per week
- **Salary Scale** LC1 16, £26,357 pro rata (£13.70 p/h)

Job Purpose

The Assistant Clerk (Environmental Focus) is a new post that is expected to grow and develop as the Council develops its responses to environmental issues. It is largely home-based administrative work and will include attendance at evening meetings and site visits.

The post holder will support the Council Environment Working Group in its work and projects within the Parish, administer the Green Villages Grant funding, develop the Council's role in conserving biodiversity and manage the Council allotments.

The post will also clerk and support the Planning Committee, administer the Dulcote Recreation Ground Charity and provide support and information to Councillors. The Assistant Clerk will actively seek opportunities to develop the Council's environmental focus through services and facilities to meet the needs of the community.

After a period of support and training we would anticipate that you would be able to undertake many of the following tasks.

Environmental Duties & Responsibilities

- Research, support, formulate and maintain the Council's Biodiversity Duty
- Advertise, administer and celebrate Greener Village Grants
- Administer Biodiversity projects (eg. Green corridors and Dark Skies)
- Clerk and circulate minutes from the Environment Working Group, and action allocated tasks

- Support the chair of the EWG in preparing reports & updates for Full Council
- Be the point of contact for resident enquiries regarding environmental matters, sustainability, Active Travel & the Allotment site
- Make connections and liaise with local environmentally focussed groups.
- Support the administration of the Parish Plan
- Administer the Board of Trustees for Dulcote Recreation Ground
- Manage the allotment site at Wells Road, Wookey Hole

Planning Duties & Responsibilities

- Initially assist with clerking and administering the Planning Committee with the aim of taking on these duties at a later date. These will include:
 - Administer the distribution of Planning Committee recommendations
 - Identify and administer county or national consultations on environmental or planning issues, in agreement with the Chair of the Planning Committee
 - Keep yourself, and the Planning Committee, up to date with relevant proposed policy changes, environmental initiatives, reports, press releases shared by any external agency

Possible Long-term projects

- Develop Councillor Handbook / Induction Pack
- Maintain and promote Parish Guides
- Support Clerk & Deputy Clerk in conducting research on topics raised by the Parish Council or for discussion at a meeting of the Parish Council (or Committee/Working Party).

General Duties

- Support Clerk with administration of LCN, liaison with partners & actions
- Develop effective, positive strategies for integrating parish priorities alongside other LCN parishes and stakeholders, in conjunction with the Clerk
- Provide consistent information and liaison for Councillors

- Schedule and book meetings in collaboration with other staff
- Schedule & execute Document Reviews for Full Council
- Archiving
- Methodical management of all documentation
- Assist with digital efficiencies such as hybrid meetings and website
- To attend brief weekly online team meetings, where practical
- To support all staff & Councillors in maintaining public relations on behalf of the Parish Council.
- To act as the representative of the Council as required.
- To report any matters of concern, relating to the Parish Council or Councillors, to the Parish Clerk.
- To substitute for the Parish Clerk or Deputy Parish Clerk in case of illness, annual leave or general unavailability (with mutual agreement of the Parish Clerk & Deputy Parish Clerk) – which would include meetings (Council or community), events and other official gatherings.
- To keep up to date with Local Government matters, especially relating to Parish Clerks and Parish Councils, adhering to legal procedures and meeting legal deadlines.
- To attend relevant training courses as required to perform and enhance the role of Assistant Clerk (Environmental Focus).
- To ensure that any personal development requirements are addressed.
- To perform any other tasks which are commensurate with the development and sustainability of Assistant Parish Clerk (Environmental Focus)

Fundamentally, the role must always support the Council, Council staff and Councillors in the administration of the Parish Council ensuring that statutory and other provisions governing or affecting the running of the Council are observed.

St Cuthbert (Out) Parish Council
August 2023