

Acton Parish Council

Fiona Mullins, Clerk Tel: 07931 381751 Email: clerk@actonparishcouncil.gov.uk
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Job Description: Assistant Clerk to the Council

Overall Responsibilities

To support the Clerk to enable the work of the Council to be carried out effectively.

Line Manager The Clerk **Place of work** Home office and within Acton parish

Specific Responsibilities

1. To deputise for the Clerk when needed including preparing agendas for meetings of the Council, attending meetings and preparing minutes for approval, for example if the Clerk is absent.
2. To project manage and implement actions decided by the Council when required ensuring that the Council's obligations for risk assessment and financial probity relating to these actions are met.
3. To carry out tasks in Acton, including placing documents on the noticeboards, liaising with allotment tenants, over-seeing play area safety, meeting with contractors and carrying out tasks relating to the wildlife reserve, trees that the Council is responsible for, streetlights and other council assets such as signs, bins and benches.
4. To deal with correspondence and documents on behalf of the Council and issue correspondence when required acting on the instructions of the Council.
5. To assist the Clerk in researching information relating to activities of the Council and matters bearing on those activities.
6. To act as the representative of the Council when required.
7. To assist the Clerk in preparing press releases, newsletters and social media posts about the activities of the Council.
8. To attend relevant training courses or seminars such as those on the role of Clerk.
9. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.