



## **ASSISTANT CLERK & PROJECTS OFFICER**

### **RECRUITMENT PACK**

#### Contents:

1. Advertisement
2. How to apply
3. Job description
4. Person specification

**NEWBIGGIN BY THE SEA TOWN COUNCIL**

**ASSISTANT CLERK AND PROJECTS OFFICER**

**Salary: SCP 18-23**

**Part time – 22 hours per week**

**Some evening work required.**

Newbiggin by the Sea Town Council serves an estimated population of 6,300 which includes the village of Woodhorn. It was created in 2009 following the reorganisation of local government in Northumberland and is the first-tier of local government in Newbiggin. The statutory powers of the Town Council are limited and so are its resources but it works with Northumberland County Council and other agencies to deliver a range of services and projects within the town.

Newbiggin by the Sea Town Council takes seriously its responsibility to represent our constituents and obtain the best outcome for them in any negotiations and service.

We aim to influence external agencies to undertake a range of work on our behalf for the benefit of the Town, thereby maximising our limited resources and continue to:

- Provide a democratic and representational voice for the community.
- Support and contribute towards local regeneration and development.
- Seek to ensure quality and economic local council services.
- Liaise with other agencies to preserve and improve public services.

We aim to be a community focused council, striving to make Newbiggin by the Sea a better place to live, work and play.

The position of Assistant Clerk & Projects Officer is an exciting new and challenging opportunity to help shape the style and direction of the Town Council.

If you feel you would be successful in this exacting position, we would love to hear from you.

An application pack, including how to apply, can be obtained from Newbiggin by the Sea Town Council's website at [www.newbiggintowncouncil.gov.uk](http://www.newbiggintowncouncil.gov.uk) or by emailing

[townclerk@newbiggintowncouncil.gov.uk](mailto:townclerk@newbiggintowncouncil.gov.uk)

If you would like in informal chat with the Town Clerk please call 01670 851833

The closing date for applications is:  
Noon Monday 27<sup>th</sup> September 2021

## NEWBIGGIN BY THE SEA TOWN COUNCIL

### Assistant Clerk & Projects Officer

#### How to Apply

1. Please read all the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Person Specification.
2. The application form should be completed in full, and shortlisting will be based on the information provided. CVs will not be accepted.
4. The closing date for applications is noon on Monday 27<sup>th</sup> September 2021. Applications received after this time may not be considered.
5. It is preferred that you send your application by email to:

[townclerk@newbiggintowncouncil.gov.uk](mailto:townclerk@newbiggintowncouncil.gov.uk)

If, however, you do not have access to email, you can post your application to:

Newbiggin by the Sea Town Council

76 Front Street, Newbiggin by the Sea, Northumberland NE64 6QD

## **JOB DESCRIPTION - Assistant Clerk and Projects Officer**

### **Overall Responsibilities**

To assist the Town Clerk in providing efficient and effective support to the elected Council in delivering the agreed aims and objectives of Newbiggin by the Sea Town Council as determined and identified both by statute and through the decision-making process.

To project manage and deliver allocated town council projects and to signpost and assist local groups and organisations, with funding opportunities. The duties to be carried out under the direction of the Town Clerk.

To research, identify appropriate funding sources and opportunities and make funding applications to deliver the agreed aims and objectives of the Town Council.

### **Specific Responsibilities**

#### **1. Office Administration**

- To manage the provision of support services in connection with the day-to-day activities of the Town Council and the manning of the Council Office, providing support to visiting members of the public and town councillors where appropriate
- To deal with correspondence which includes opening post, drafting letters for review by the Clerk, responding to emails.
- To gain a working knowledge of all aspects of the Clerk's role and be able to provide cover for holidays, sickness, and unforeseen circumstances.
- To undertake administrative tasks in connection with the day to day running of the office as required including photocopying and filing.
- To maintain manual and computer-based filing systems, which involves the creation and updating of files & the filing of all documentation.
- To assist the Town Clerk in the delivery of agreed communication strategies including the Council newsletter and to update the website and the Council's social media presence where required.
- To assist in the formulation, planning and monitoring of policies and procedures.
- To act, in a professional manner as a representative of the Town Council and assist in providing a point of contact for customer enquiries and general admin duties.

#### **2. Council Meetings and Services**

- To assist the Town Clerk in ensuring that accurate agendas and reports are available for all meetings of the Council, its Committees and Working Groups.
- To take accurate and relevant minutes of meetings of the Council, Committees and Working Groups. Some meetings take place in the evenings where time off in lieu can be taken as agreed with the Town Clerk.
- To service Council and committees as and when required and deal with the

requirements of each Committee.

- To provide event management support to the Clerk for all Council events

### 3. Financial Responsibilities

- To assist the RFO to prepare and maintain detailed financial management systems for adherence throughout the Council and to ensure compliance with the Council's Financial regulations and co-operate fully with internal audits.
- To assist the RFO in ensuring that the Rialtas Omega computerised accounts and financial management system is maintained with up-to-date records of income and expenditure of the Council, retaining, and filing all original documents, ensuring that income due is billed and received promptly, and preparing the lists of schedules of payments once they have been authorised.
- To assist the RFO with cash handling, banking any other financial related tasks.

### 4. Project Management and Funding

- To have responsibility for the planning, procurement, and execution of a project, which is defined as any task that has a defined scope, defined start and a defined finish.
- To manage and maintain documentation showing that project requirements are fulfilled and to establish traceability regarding what has been done, who has done it, and when it has been done.
- To provide accurate records of funds committed and spent, and to report to project sponsors / committee on these matters.
- To prepare and write for council and its committees reports concerning existing and future projects.
- To assist the Town Clerk on items that require to be placed on the agenda of council and its committees.
- To assist the Town Clerk on items likely to require a decision of council or a committee and when that decision will be required.
- To take accurate notes of meetings and produce minutes / action points from them.
- To participate in the planning and delivery of events.
- To assess grant applications received by the Town Council, and to advise partners / local groups on alternative sources of financial support.
- To act as contract manager (for external contractors)
- Establish and maintain accurate and effective management, administrative, financial, and monitoring systems to process external funding submissions, approvals, and project delivery.

### 5. Other Responsibilities

- Update the Council notice boards to ensure all details are accurate and posted in time for upcoming meetings.
- To attend training courses as required by the Council.
- To comply with all relevant Council systems, policies, and procedures to ensure compliance with financial regulations, standing orders and administration

procedures and systems.

- To work in a flexible manner to meet the requirements and demands placed on the Council.
- Carry out other various administrative duties as required by the Clerk.

### **Working environment**

The above post will be based within the Office of Newbiggin Town Council as determined and directed by the Town Council.





Assistant Clerk & Projects Officer  
Person Specification

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>Assessed</b>
<b>Right to work in UK</b>	All applicants must have the right to live and work in the UK		passport and evidence of visa / right to work if required to be provided at interview
<b>Educational Qualifications</b>	High Level of numeracy and literacy  A-Levels or equivalent  Introduction to Local Council Administration (ILCA) Certificate, or willing to achieve within 18 months	Completion of, or working towards, the Certificate in Local Council Administration (CiLCA).  Appropriate management, administration, or professional qualification.  Accountancy qualifications.	Application form
Previous work experience.	A good understanding of Local Government's structure, functions, responsibilities, and Procedures. Demonstrable understanding of the legal requirements affecting local authorities.	Previous experience of working with and advising local authority Committees and elected members (or equivalent).	Application form
Experience of Project Management	Ability to demonstrate project management skills.	Financial management and monitoring of projects.	Application form and Interview
Experience of making or appraising grant applications.	Excellent knowledge of external resources and preparation of funding bids Knowledge of appraising grant applications.		Application form and Interview
Communication	A high level of written, reporting, and		Application form and



skills	<p>presentational skills; excellent interpersonal skills; understanding of marketing and publicity, and of proactive communication with local press and other media. Including online and through social media.</p> <p>Provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis.</p>		interview
Policy Development and strategic management	Experience of developing and implementing strategies, policies, and procedures.	Evidence of giving advice on policy issues or recommending strategy on difficult issues.	Application form and Interview
Information & Communications Technology	Experience of using computerised systems and a working knowledge of Microsoft Office.	Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting.	Application form
Work Related Personal Qualities	<p>Ability to prioritise and work on own initiative and complete tasks without supervision.</p> <p>Approachable and responsive with staff and members of the public.</p> <p>Ability to build effective working relationships with Council members, staff, and a range of stakeholders.</p> <p>Confidence to deal with challenging situations.</p>	<p>Good negotiating and influencing skills.</p> <p>Ability to manage change.</p>	Application form and interview

	<p>Practical with common sense approach to problem solving.</p> <p>Trustworthy with confidential information.</p> <p>Receptive to change and new ideas. Methodical and thorough approach.</p>		
Operational	<p>Able to attend evening meetings and weekend civic related events.</p> <p>Ability to move around the locality to attend meetings and engage with residents and stakeholders</p>		
Driving Licence or access to means of mobility support.	A full clean driving licence.		Driving license to be provided at interview

(1) The Council will make it a condition of employment that if the appointee does not hold the Introduction to Local Government Administration, that this is obtained within 18 months of appointment.