



Wickersley Community Centre,
286 Bawtry Road,
Wickersley,
Rotherham.
S66 1JJ
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www.wickersleypc.org.uk

Job Description for Temporary Assistant Clerk

Salary Scale: Starting salary LC1 SCP 13-17 £24,948 - £26,845
Pro-rata for part time staff
Hourly rate at SCP Point 13 - £12.97 an hour

Hours: Hours and working pattern to be determined, up to 25 hours a week
(some flexibility will be required to cover evening meetings where
clerking duties are stated)

Location: The position will be based in the Admin Office at Wickersley
Community Centre

Responsible to: Parish Clerk

Specific Duties and Responsibilities

1. To assist the Parish Clerk as directed.
2. To manage the day-to-day affairs and administration of WCCA (Wickersley Community Centre Association) including group users, room bookings, general correspondence/ emails, and enquiries etc.
3. To manage the day-to-day affairs and administration of WPC including enquiries, correspondence/emails and matters arising across the parish etc.
4. To manage the marketing and communications of the Parish Council including the production of the parish newsletter, dealing with routine communications, updating of website, noticeboards, social media and responding to parishioner queries etc.
5. To deal with planning and licensing matters, including monitoring weekly planning lists, clerking for Planning Committee, preparing monthly planning report for full parish council meeting, maintaining regular communications with lead Councillor for Planning, submitting planning objections and updating planning area on the website.

6. Clerking for Recreation Committee including management of actions arising and management of Recreation Committee projects.
7. Management of Wickersley Park and Bob Mason Recreation Ground, including actioning monthly play inspection reports, liaison with grounds maintenance contractor and ensuring play areas and the grounds are fit for purpose.
8. Management of football and other sport/recreational users at Bob Mason Recreation Ground.
9. To provide clerking cover to cover sickness, annual leave etc. for other committees.
10. Support the Parish Clerk with general administration for meetings.
11. Small projects as delegated by the Parish Clerk.
12. To undertake any other relevant duties as required.

As a term of your employment you may be required to undertake such other duties commensurate with your grade and/or hours of work, as may reasonably be required of you, at your initial place of work or at any other of the Council's establishments, at the request of the Clerk or Deputy.