



JOB DESCRIPTION

JOB TITLE: DEPUTY PARISH CLERK/ADMIN OFFICER
HOURS: 20 hours (Monday-Friday to be agreed, including some evenings and occasional weekends).
REPORTS TO: Parish Clerk

Overall Responsibility

The Deputy Parish Clerk/Admin Officer assists the Parish Clerk, the Proper Officer & Responsible Finance Officer of the Council, in fulfilling all Council administration and functions described in law and as directed by the Council. The Deputy Parish Clerk/Admin Officer will also be closely involved in developing and delivering the Council's policies, strategies and projects, working closely with the Council and Parish Clerk. The Deputy Parish Clerk/Admin Officer may deputise for the Parish Clerk as necessary or when directed to do so.

Specific Responsibility

In addition to contributing towards the overall administration of the Council, the Deputy Parish Clerk/Admin Officer has specific responsibility for: community engagement, cemetery administration, grants administration, Speedwatch, Odiham Sports Centre Trust and related projects.

In fulfilling this role, the Deputy Parish Clerk/Admin Officer will:

- i. Prepare, in consultation with the appropriate members, meeting papers for the specific areas of work.
- ii. Attend such meetings and prepare minutes for approval.
- iii. Help to cover the Parish Office, answer enquiries from members of the public.
- iv. Receive, assess and recommend for approval, community grant applications in line with Council policies and liaise with applicants to monitor grant awards and ensure adequate publicity through press releases, website and social media posts.
- v. To assist with the Council's Transparency requirements by designing and adding posts to the website, social media and newsletter.
- vi. To study reports and other data on activities of relevance to the Council and where appropriate discuss such matters with specialists and produce reports for circulation and discussion by the Council.
- vii. Event management – to lead or assist on the Council's event management, including some hands on support, including liaising with local organisations which are the lead organiser as well as managing OPC events. Eg Remembrance, opening events.
- viii. Draw up reports on own initiative and as a result of suggestions by Councillors and the Parish Clerk. To present these reports for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.
- ix. To assist in dealing with, in accordance with the Council's procedures, all correspondence and documents.



- x. Liaise on a regular basis with Parish Councillors, the District Council, County Council, other external organisations such as developers and local groups and organisations in order to support the improvement of local services and add value to the local community.
- xi. Act as the representative of the Council as required.
- xii. Research suppliers, obtain quotes and evaluate financial data.
- xiii. To understand the budget codes relating to Parish finances.
- xiv. To assist in the preparation of the annual budget and precept setting process, with emphasis on the said committee budgets.
- xv. To ensure the health and safety of resources and personal health and safety responsibilities as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.
- xvi. To attend training courses, meetings etc.as required by the Council