Odiham Parish Council
Staff Structure

PARISH CLERK
(f/t 37 hours)

Overall responsibility for Council administration &
Responsible Finance Officer
Committee responsibility: Full Council, Amenity Area Committee, Finance Committee, Staffing Committee and Strategy Working Group.

ADMINISTRATION OFFICER/DEPUTY CLERK
(p/t 25 hours)

Reporting to the Clerk and supporting both the Clerk and Amenities Officer in running the Parish Office and delivering the Council's functions.
With specific responsibility for:
First point of contact for visitors and phone calls, cemetery administration, planning agenda preparation, grants administration, Speedwatch, Bridewell bookings and some finance admin.

AMENITY OFFICER
(p/t 10 hours)

Reporting to the Clerk and supporting the management of the Council's owned and managed amenity areas, open spaces, buildings, allotments and play areas. Some project delivery.