



GLASTONBURY TOWN COUNCIL

Town Hall
Magdalene Street
Glastonbury
Somerset
BA6 9EL

www.glastonbury.gov.uk

Assistant Town Clerk

Job Description

Glastonbury Town Council is recruiting for a pro-active Assistant Town Clerk who will play a vital role in the day-to-day operations of the Town Council. The post-holder will help to ensure the Council is run in-line with the decisions of its members, relevant legislation & financial regulations, as well as covering the duties of the Town Clerk in their absence.

The role will necessitate attendance at evening meetings and at occasional Civic Events at weekends as directed by the Town Clerk and the responsibilities of the role.

The Role

This role is part time for 30 hours per week.

Responsibilities

- To be responsible for preparing Town Council, some Committee and Sub Committee agendas and reports liaising with relevant officers, signed off by the Town Clerk.
- To be responsible for the production of minutes of meetings of the Town Council, some Committee and Sub-Committee meetings.
- To action all resolutions and recommendations from meetings in liaison with the Town Clerk.
- To assist in the preparation, collation and editing of content for newsletters and press releases with the team of Town Council officers.
- To support the Town Clerk and Responsible Finance Officer in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
- To oversee the progress of actions across other committees in liaison with the respective Committee Clerks, reporting this progress to members and the Town Clerk.
- To establish and maintain in good order all records and documents relating to the Town Council and comply with statutory requirements.

- To work with the Town Clerk and Members to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
- To work with the Town Clerk to ensure effective management of the office and Health and Safety matters.
- To identify areas where best practice, income generation, and cost saving initiatives can be implemented.
- To attend training courses or undertake continuous professional development as required by the Town Clerk and Town Council such as the Certificate in Local Council Administration (CiLCA) Qualification.
- To undertake such duties as may arise from time to time commensurate with the position.

Person Specification

Required:

- Knowledge of local Government procedures, systems, and legal frameworks in which the Council operates.
- Knowledge of UK General Data Protection Regulations.
- Excellent administration, communication, and interpersonal skills.
- The ability to understand financial information and reports.
- Experience of producing agendas, reports, and minutes for meetings.
- Experience within a small, multi-disciplinary team and the ability to prioritise workload.
- High level of computer literacy and experience with Microsoft Office 365 applications.
- Ability to work flexibly some evenings (particularly Tuesdays) and weekends.
- Excellent problem-solving, relationship-building, and negotiation skills.
- A Certificate in Local Government Administration (CiLCA) Qualification **or** the willingness to work toward this qualification after appointment.

Desirable:

- Holds the Introduction to Local Council Administration (ILCA) qualification.
- Experience of budgeting and budget monitoring.

- Experience of facilities management.
- Experience with website authoring and social media use in a Local Council context.
- Experience with Health and Safety in a Local Council context.
- Experience of Local Government, specifically in Somerset.
- Knowledge of Glastonbury and its community.

Benefits

- Permanent role (subject to 6-month probation period) with a starting salary of £33,024 (pro-rata) (SCP 24).
- Generous Contributory Local Government Pension Scheme.
- 25 days (pro-rata) Annual Leave per year plus Bank Holidays and Time Off in Lieu policy.
- Supportive team and the chance to grow within a pro-active organisation.
- Free parking on working days.

To Apply

To have an informal conversation about the role, please contact the Town Clerk via the email address below or 01458 831 769.

To apply, please submit your CV and a covering letter to the Town Clerk using:

Email: townclerk@glastonbury.gov.uk

Or by post:

Conor Ogilvie-Davidson
Town Hall
Magdalene Street
Glastonbury
BA6 9EL

Applications should be received by 12 noon Thursday, 11 April 2024 with shortlisted applicants being invited to interviews on Thursday, 25 April 2024.

Anticipated start: June 2024