**SOUTHBOROUGH TOWN COUNCIL**

**DEPUTY TOWN CLERK**

**JOB DESCRIPTION**

**(Salary £29,269 per annum)**

**Hours:** 37 hours per week (evening meeting attendance will be required for which time in lieu is allowed)

**Annual leave**: 23 days **+ 2 to be taken at Christmas.**

**OVERALL RESPONSIBILITIES.**

* The Deputy Clerk is expected to advise the Town Clerk on, and assist in the formation of, overall policies to be followed in respect of the Council’s activities, and to produce all the information required for making effective decisions, and to implement these decisions constructively. The post holder will be accountable to the Town Clerk for the effective management of resources.
* The Deputy Clerk will be expected to take a proactive role in devising and implementing community developments and service initiatives.
* The Deputy Clerk is expected to deputise for the Town Clerk during the Town Clerk’s absence (e.g., during annual leave periods).

# RESPONSIBILITES.

1. **Legal.**

* To ensure that legal, statutory, and other provisions governing or affecting the running of the Town Council are observed.
* To assist the Town Clerk in the issue of notices, agendas, and report, and provide minutes for approval in respect of all meetings of the Town Council, its Committees, Sub-Committees and Working Parties, and to attend meetings as required.
* To ensure compliance at all meetings of the Town Council, its Committees, Sub-Committees and Working Parties, with the Standing Orders of the Town Council.
* To receive correspondence and documents on behalf of the Town Council and to bring items to the attention of the Town Council as required.

1. **Resources Management.**

* To oversee the bookings/ setting up for All the Councils Annual Events i.e., Christmas lights or Remembrance Commemorations.
* To act as Line Manager for the Councils Administration Staff on a day-to-day basis. Reporting to the Town Clerk concerning any issues or development recommendations.
* To assist in the management of other members of Council staff in keeping with the policies of the Town Council.
* To ensure compliance is upheld with legislation relating to the employment of staff.
* To assist in developing programmes for the cost-effective management of all Town Council services and facilities.

1. **Public Relations.**

* To promote the policies and activities of the Town Council and provide information, advice and help to parishioners and the public on all aspects of the Council's services.
* To maintain the Town Council's website, other public information services and the Town Council’s social media sites with the assistance of the Office Administrator.
* To assist in the preparation of press releases about the activities of, or decisions of, the Town Council, and to deal with any enquiries received from the press or media.

1. **Other Duties & Responsibilities.**

* To act as Committee Clerk to the Open Spaces and Environment Committee, responsible for writing the agenda, attending the meetings, writing accurate minutes, and where appropriate, to follow up with agreed actions as required.
* Cemetery and Bereavement Service management, ensuring the Town Council are complying fully with current burial law/health and safety requirements as a cemetery provider. Burial law knowledge is highly desirable, as management and maintenance of burial records and associated legal processes falls under this core duty.
* To study reports and other data on activities of the Town Council and on such matters bearing on those activities.
* To prepare proposals for consideration by the Town Council and to advise on practicability, cost, and the likely effects of specific courses of action.
* To attend training courses on the work and role of the Deputy Clerk as required.
* To attend Committee Meetings, conferences, and seminars as a representative of the Town Council as required.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change, and any changes will be made in consultation with the post holder.**