**Lytchett Matravers Parish Council**

**Job title**: Assistant Parish Clerk

**Main role**: Administration support to Parish Clerk

**Context**:

Location independent – i.e. mainly working from home.

The job will be part time – initially x hours per week, subject to review 6 months after appointment and annually thereafter.

This role reports to the Parish Clerk and is to assist the Parish Clerk to facilitate the discharge of the responsibilities of this role.

**Key accountabilities and responsibilities are based on this and will include**:

Helping to arrange meetings, and note taking where required

Contacting and liaising with contractors and suppliers of good and services to the Parish Council

Reviewing / checking the quality of work carried out on behalf of the council

Undertaking regular reviews / inspections of council & public facilities in the parish and reporting on their condition / need for attention, repairs or maintenance

General filing

Basic book keeping

Photocopying and printing documents as required

Assisting Parish Clerk in administration of allotments and burial records

Covering key elements of Parish Clerk role during annual leave.

Requesting / gathering information on behalf of the Parish Clerk

Some receipt of enquiries from the public; and following up with direct reporting such issues to District & County Council departments

Dealing with some e-mails & other correspondence on behalf of the Parish Clerk

Other tasks as directed by the Parish Clerk

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