

Westerham Town Council (WTC)

JOB DESCRIPTION Deputy Clerk

Overall Responsibilities

The Deputy Clerk reports to the Town Clerk, supporting that role and function in the delivery of the business strategy of WTC. The Deputy Clerk will be required to deputise for the Town Clerk during absences.

The key responsibilities of the role are detailed below. The Town Clerk may, with discussion and agreement, delegate additional responsibilities as circumstances arise. The Deputy Clerk will support the Town Clerk in delivering the Annual Town Meeting.

Specific Responsibilities – Deputy Clerk

1. To represent WTC as a point of contact for members of the public and external bodies, via e-mail, telephone, face to face, website and social media communications in order to provide an accessible, responsive and engaged service to the community. This work is shared with the Clerk and Assistant Clerk.
2. To manage the day-to-day upkeep and promotion of the WTC website and social media pages and the production of the monthly newsletter.
3. To consult and prepare agendas for meetings (held in the evenings) of the Allotment, Playing Fields and Open Spaces Committee (APFOS). To attend such meetings and prepare minutes for approval and act on the decisions made. To undertake the following APFOS work: -
 - To deal with correspondence and routine matters relevant to the Committee or as directed by the Clerk.
 - To work closely with the WTC Grounds Maintenance Operative on all practical aspects of his work.
 - To support the Town Clerk in the recruitment and selection and appraisal process for the WTC Grounds Maintenance Operative.
 - To carry out the administration for WTC's three allotment sites.
 - To liaise with and manage Council contractors as required.
 - To have an understanding and to keep abreast of relevant Health and Safety matters that may affect APFOS.
 - To have an understanding of risk management and preparation of relevant risk assessments for APFOS.
 - To manage the application process for use/hire of WTC's playing fields, pavilions and open spaces.
 - To assist the RFO in the management and preparation of the annual budget and the monitoring of income and expenditure against the APFOS budget.
 - To oversee the day to day running/maintenance of WTC buildings, pavilions and open space.
 - To draft reports and policies as required.
4. To act as Secretary and consult and prepare Agendas for meetings of Crockham Hill War Memorial Playing Field Trust. To attend such meetings and prepare minutes for approval and act on the decisions made.
5. To assist in monitoring compliance with WTC Policies and Procedures recommending changes as required.

6. To attend training course/ seminars relevant to the role of Deputy Clerk.
7. To project manage where authority is so delegated by Council.
8. Any other duties as required and in-line with the level of the role.