

LANGPORT TOWN COUNCIL

Langport Town Hall, Bow Street, Langport TA10 9PR

Telephone: 01458 259700

Email: townclerk@langport.life

Job Title: Deputy Town Clerk

Hours of Work: 15 per week, there will be some evening work

Responsible to: Town Clerk

DUTIES AND RESPONSIBILITIES

Main responsibilities:

To provide support for, and to deputise for the Town Clerk as required.

To help Town Clerk ensure that statutory and other provisions governing or affecting the running of the Council are observed

In the Town Clerk's absence carry out statutory and delegated functions to ensure that the Town Council is run in a legal, organised and efficient manner.

To act as the representative of the Council as required

To work towards the achievement of the status of Qualified Clerk and develop personal skills, knowledge and expertise related to the role through appropriate means agreed with the Town Clerk.

These key duties and responsibilities for the post of Deputy Town Clerk are subject to regular review. Any significant changes to the role will only be made in consultation and agreement

1. General Administration

To provide administrative support to the Town Clerk and help with the smooth running of the office.

To receive enquires from members of the public, in person, by email and telephone and to handle them in a polite and professional manner.

Receive and draft correspondence and documents on behalf of the Town Council and where appropriate bringing such documents to the attention of the Town Clerk, Councillors, Council or Committees.

Liaising with officers of other organisations and public bodies to seek advice and information.

Ordering of stationery, cleaning supplies etc. on purchase orders as required

Enter data into electronic systems as required, following appropriate training including financial administrative tasks.

Filing and archiving (maintaining records, filing systems, photocopying etc.)

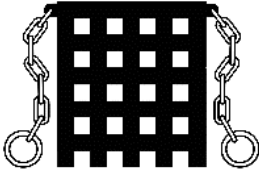
Liaise with Langport Information Centre (LIC) volunteers and other volunteers

To ensure the Langport.life website (and Social Media) is kept up-to-date in conjunction with the Town Clerk

2. Meeting Administration

Attend meetings as required and in the absence of the Town Clerk give advice regarding meeting protocol and legal procedures

In consultation with the Town Clerk and appropriate Members, draft agendas for the Council, Committees and other meetings which are the responsibility of the Council



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Draft minutes for the Council, Committees and other meetings which are the responsibility of the Council as agreed with the Town Clerk

Prepare reports for Council, Committees and other meetings which are the responsibility of the Council which include recommendations and options

3. Assist and Deputise for the Town Clerk

To assist the Town Clerk to implement policies and procedures agreed by Council and ensure they are achieving the desired results – where appropriate reviewing effectiveness and suggesting amendments

To assist the Town Clerk to manage and maintain existing functions and develop the organisation, by assisting to resolve problems and encouraging improvements.

Manage and support staff in the absence of the Town Clerk

To assist Town Clerk with administrative tasks in relation to the cemetery and dealing with enquiries in the absence of the Town Clerk

Working with the Town Clerk to review and update insurances, leases, licenses, rents and policies;

maintain accurate Health and Safety policies and update as necessary; carry out risk assessments as required **and** ensure Health and Safety equipment is fit for purpose and well maintained.

To supervise any members of staff as their line manager in accordance with the Town Council's agreed policies and procedures as agreed with Town Clerk

4. Project Management

To be responsible for and/or supervise any projects that may be allocated from time to time by the Town Clerk.

To undertake such duties as may from time to time be allocated by the Town Clerk