



# Wickham and Knowle Parish Council

Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR

[www.wickhamparishcouncil.org](http://www.wickhamparishcouncil.org)

Telephone: 01329 553254 or 07770 246293

Email: [clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org)

Parish Clerk & RFO: Sophie Thorogood

---

**Job Title:** Assistant Parish Clerk

**Location:** Wickham & Knowle Parish Council

**Reports to:** Parish Clerk & RFO

**Position:** Part-Time (Flexible hours)

---

Wickham and Knowle Parish Council is a large Parish Council, delivering a variety of services to its residents, including Recreation Grounds, sports pitches, play areas, a Village Hall, Village Green and various open spaces including a small cemetery and meadows.

## **Job Purpose:**

The Assistant Parish Clerk will support the Parish Clerk & RFO in the day-to-day administration of Wickham & Knowle Parish Council, assisting with the smooth running of the Council's operations. This role will involve assisting with the preparation of meetings in general, eventually acting as Clerk to some Committees, maintaining records, managing communications, and providing support for community initiatives.

## **Key Responsibilities:**

### **1. Administrative Support:**

- Assist the Parish Clerk & RFO with the preparation and distribution of agendas, minutes, and reports for Parish Council meetings.
- Maintain accurate records of meetings, resolutions, and decisions made by the Parish Council.
- Assist with the preparation of official documents, correspondence, and reports as required.
- Assist the Parish Clerk & RFO with the formulation, planning and monitoring of policies and procedures
- Assist the Parish Clerk & RFO with the organisation and planning of Council projects and events

## **2. Communication & Liaison:**

- Act as a point of contact for residents, Councillors, and external organisations, responding to inquiries and requests in a timely and professional manner.
- Support the management of the Parish Council's website and social media, ensuring information is up-to-date and accessible.
- Maintain a record of correspondence and follow up as necessary.

## **3. Financial Administration:**

- Assist in the preparation and monitoring of the Parish Council's budget, financial reports, and audit processes.
- Help with the preparation of invoices, payments, and financial records.
- Support the Parish Clerk & RFO in ensuring compliance with financial regulations and policies.

## **4. Meeting Support:**

- Attend and take minutes for Parish Council meetings, Committee meetings, and other relevant gatherings.
- Prepare and distribute agendas, reports, and documents prior to meetings.
- Assist with ensuring that meetings are conducted in accordance with the Council's Standing Orders and procedures.

## **5. Community Engagement:**

- Assist in promoting community events, initiatives, and services offered by the Parish Council.
- Support the Parish Clerk & RFO in liaising with local groups, residents, and organisations to identify opportunities for community development.

## **6. General Office Support:**

- Assist with day-to-day office management tasks, such as filing, organising documents, and maintaining records.
- Help maintain the Parish Council's archive of documents, ensuring they are stored securely and in accordance with legal requirements.

## **7. Extra duties:**

- Provide cover for the Parish Clerk & RFO during any periods of absence
- To act as a representative of the Council when required
- To attend work related training courses or seminars as required by the Council
- To attend call-outs, visit sites and open spaces as required by the Council

### **Skills and Qualifications:**

- Good communication skills, both written and verbal.
- Strong organisational and time-management skills, with the ability to manage multiple tasks effectively.
- Basic knowledge of Local Government operations and Council procedures would be preferable (or willingness to learn).
- Experience in office administration or similar roles.
- Proficiency in MS Office Suite (Word, Excel, Outlook) and other relevant software.
- An interest in community work and Local Government.
- Current Driving Licence

### **Personal Attributes:**

- Friendly and approachable with the ability to deal with a range of people and situations.
- Confidential and trustworthy, with a professional attitude.
- Proactive and self-motivated, with the ability to work without direct supervision.
- A willingness to learn and develop new skills.
- A positive attitude and the ability to work independently and as part of a team.

### **Additional Information:**

- **Hours:** Part-time, approximately 15-20 hours per week (flexible with some evening working)
- **Salary:** Based on experience, in line with Local Government scales LC1 between SCP 13 to 17 (£28,163 to £30,060 pro-rata)
- **Additional Benefits:** work-based pension and 23 days holiday (pro-rata)
- **Place of Work:** Wickham & Knowle Parish Office (currently in Knowle). Committee meetings will be in Knowle or Wickham.
- **Probationary Period:** 3 months.