



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

25 November 2024

Dear Applicant,

Role of Assistant Clerk (1)

Thank you for your interest in this position at the Parish Council.

We are looking for someone who enjoys working with the public and being part of a small team. The work is varied and can be demanding at times.

The best person for this role will have experience of working in an office, using computer and social media skills associated with data management, organisation and planning. They will also have a confident and helpful manner in dealing with the public and be able to work without close supervision in a position of trust as the Cemetery service is an extremely important function of the Parish Council.

This is a permanent part time role advertised at 25 hours per week but we will consider applications from those who may want to work up to 28 hours per week.

Please find enclosed the advert, job description, person specification and application form. We look forward to receiving your application if you feel you have the qualities and skills that we need. CVs are not permitted.

Please send it by email to sarah.groom@hurstpierpoint-pc.gov.uk or by post to Sarah Groom, Clerk, Hurstpierpoint & Sayers Common Parish Council, Village Centre, Trinity Road, Hurstpierpoint, West Sussex BN6 9UY, marked "Confidential".

The closing date and time is Monday 9 December 2024 at 9.30am. The interview date has been set as Tuesday 17 December 2024.

We look forward to hearing from you and if, in the meantime, you have any questions please do not hesitate to contact me.

Thank you.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Sarah Groom', written over a horizontal line.

Miss Sarah Groom
CLERK TO THE COUNCIL



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

VACANCY

Part Time Assistant Clerk (AC1)

£29,269-£32,076 (Pro Rata 25 Hours/Week Negotiable)

Hurstpierpoint & Sayers Common Parish Council is looking for someone to be part of the small and friendly Parish Council staff team. We are seeking an enthusiastic and self-motivated person who is community minded and enjoys working with the public and community groups. If you are looking for a part time job and enjoy a busy role with lots of variety, working for an employer that cares about the local community, then this Parish Council vacancy could be for you.

The Parish Council is the third tier of local government (below the County and District Councils) that covers the villages of Hurstpierpoint, Sayers Common and Goddards Green and strives to represent residents to improve their quality of life. The Parish Council also manages two community venues, two recreation grounds with play areas, streetlights, allotments, a cemetery and the 50 acres of countryside open space called Hurst Meadows.

The role is responsible for three main areas of work. Firstly, managing the cemetery service and keeping accurate records, including liaison with funeral directors to confirm details of burials and interments; and with bereaved families to ensure legal transfers of grave ownerships. Secondly, managing the bookings for the Hurstpierpoint Village Centre and finally, supporting the Planning Committee at one evening meeting per month (currently on a Monday). There is also the opportunity to get involved in organising community events and small projects.

The position requires good communication and organisational skills and a confident telephone manner is essential. Ability to work with Office 365, website management and social media skills is an essential part of the role. The successful candidate will be highly motivated, able to work without close supervision and be open and adaptable to new challenges. Support and training will be given.

The salary range is £29,269 to £32,076 pro rata, depending on experience. The role is part-time and anticipated to be 25 hours per week Monday to Friday mornings which can suit school hours. The office is open to the public from 9.30am to 1.30pm Monday to Friday therefore the successful candidate will be expected to spend most of their hours in the office.

For an informal conversation and/or the application details please contact the Clerk, Sarah Groom on Tel: 01273 833264 or Email: sarah.groom@hurstpierpoint-pc.gov.uk or call into the Parish Council Office at Hurstpierpoint Village Centre, Trinity Road, Hurstpierpoint, BN6 9UY during the office opening hours. Please note that CVs will not be accepted as applicants must complete an application form to apply.

Closing Date: Applications forms must be received by no later than 9.30am on Monday 9 December 2024. Interviews will be on Tuesday 17 December 2024 at the Village Centre.

(Date of Advert: 25 November 2024)



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

ASSISTANT CLERK (AC1), (Part-Time)

Job Description

1. General Duties:

The overall purpose of the Assistant Clerk's (AC1) role is to be part of the Parish Office Staff Team, having responsibility for specific activities of the Parish Council, and to assist the Clerk in general activities. The position requires good skills in the following areas: computer use, confident telephone manner and verbal communication, organisation and administration, management of committee meetings including preparation of agendas and minutes, ability to work without close supervision and adaptability.

2. Specific duties:

- i. Managing the cemetery service and keeping accurate records, including liaison with funeral directors to confirm details of burials and interments; and with bereaved families to ensure legal transfers of grave ownerships.
- ii. Preparing and issuing meeting agendas for the Planning Committee and ensuring comments are submitted to the Planning Authority.
- iii. Attending other committee meetings and working groups to take and produce minutes as required and completing any tasks agreed.
- iv. Processing community halls bookings, including invoicing and responding to customer queries.
- v. Authorising payments and recording receipts in the bank accounts for the Parish Council and the Village Centre Charity.
- vi. Receiving public enquiries in person, by email, social media and by telephone, and responding or distributing to other team members as appropriate.
- vii. Office administration including taking payments and ordering consumables.
- viii. Developing and maintain good relationships with the local community, volunteer groups and hirers.
- ix. Production of press releases and other communications via social media and the website.
- x. Help support the events hosted or attended by the Parish Council.
- xi. Additional duties, as time permits: Substituting for the work of other member of the Parish Office staff team, as required to cover sickness and leave periods.

3. **Reporting:** The AC1 will report to the Clerk and attend weekly staff briefing meetings at the Parish Office.

4. **Place of work:** The AC1 will be based at the Parish Council Office, Village Centre, Trinity Road, Hurstpierpoint.

Reviewed: 25 November 2024



Hurstpierpoint & Sayers Common Parish Council
 Email: office@hurstpierpoint-pc.gov.uk
 Website: www.hurstpierpoint-pc.gov.uk
 Telephone: 01273 833264

Village Centre
 Trinity Road
 Hurstpierpoint
 West Sussex BN6 9UY

ASSISTANT CLERK 1 (AC1) (Part-Time)

Person Specification

ATTRIBUTES	Essential	Desirable	
Skills & Knowledge			
Use of computer (including Microsoft Office and other software)	Y		
Confident and clear telephone manner and verbal communication	Y		
Data input and organisation of schedules and spreadsheets	Y		
Ability to write clear English with good grammar	Y		
Preparation of press releases and posts		Y	
Use of social media and understanding of safeguards	Y		
Full valid drivers licence		Y	
GCSE and A-level qualifications	Y		
Previous experience			
Dealing with members of the public		Y	
Working as part of small team		Y	
Able to demonstrate working in a position of trust	Y		
Working for a local authority/parish council		Y	
Working in an office environment	Y		
Attitudes & Disposition			
Willingness to adapt to meet urgent jobs	Y		
A commitment to quality service	Y		
Able to work on own initiative	Y		
Ability to work with minimum supervision	Y		
Ability to communicate face to face with members of the public	Y		
Willingness to adapt to different tasks and vary working hours to suit workload	Y		
Other			
Experience of preparing and issuing meeting agendas		Y	
Experience of attending evening meetings and taking and producing minutes		Y	