



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE. YO51 9AN

Job title: DEPUTY TOWN CLERK

The Deputy Town Clerk (DTC) will support the Town Clerk and Responsible Financial Officer (RFO), our Councillors and our Communities in a fast moving and varied range of tasks.

The role will be normally 15 hours per week spread over 3 days, to complement the hours worked by the Town Clerk. Actual working days will include Mondays, and additional days will be agreed with the Town Clerk and Chair of the HR Committee upon appointment.

A key requirement is that the job holder must be able to deputise for the Town Clerk/RFO on occasions of planned absence, for example, annual leave of the Town Clerk. Such occasions may require an increase in hours worked, up to 4 days a week.

Specific responsibilities

1. Attending Council Meetings, Sub Committee Meetings and other events during the annual leave of the Town Clerk and at other times as required and agreed.
2. Taking the meeting Minutes and processing them accordingly as per the Town Council procedures and formats, for all meetings attended when deputising for the Town Clerk.
3. To carry out actions delegated by the Town Clerk/RFO arising from the Full Council Meetings and Sub Committees.
4. Co-ordination and physical assistance to completion of Risk Assessments in partnership with councillors
5. Involvement in key operational processes such as sales and purchase ledger and Council Asset maintenance, implementing efficient ways of working.
6. Supporting the Town Clerk and Councillors with the town council budget and finance systems. To include record keeping as required, petty cash systems, purchase ordering.
7. To support the effective management of the Tourist Information Point (TIP)/Customer Access Point. This will include the deployment and recruitment of the team of TIP volunteers, organising training events and maintaining TIP records and stocks. To ensure that the Council delivers an effective, high quality customer facing service.
8. To be a "Subject Matter Expert"/contact office point for all Councillors in terms of documentation, progress on projects, day to day events, etc in partnership with the town clerk.
9. To support with continuing development, improvement and implementation of town council communications, including regular updates on the town council web site and Social Media site.

10. To undertake tasks or projects identified by the Town Clerk/RFO, which are commensurate with the role and support the successful work of the Council in achieving its aims.
11. To assist with maintaining the effective organisation of the physical storage systems of records kept by the town council.
12. To lead on support given to the Service Contractors employed for the Public Toilets in Back Lane Car Park.
13. To manage the mayor's diary and respond to invitations sent to the town council.
14. To ensure the Defibrillator and Fire Alarm maintenance systems are effectively kept up to date.
15. To work closely with the Burial Clerk supporting the role, systems, burial organisation and record keeping.