



Job Title: Deputy Town Clerk

Location: Salcombe Town Council Office

Reports to: Town Clerk

Department: Administration & Operations

Hours: 21 hours per week with days to be discussed. Occasional weekend or evening work

Salary: - LC2 18-23, with benefits including pension contributions and professional development opportunities.

Job Summary

The **Deputy Town Clerk** plays a crucial role in supporting the Town Clerk in the day-to-day management of the Town Council. This includes assisting with administrative tasks, ensuring the effective delivery of council services, and stepping in during the Town Clerk's absence. The ideal candidate will possess strong organisational and communication skills, alongside practical awareness of maintenance issues and the ability to oversee project work, ensuring that tasks are completed effectively by contractors or staff.

This position uniquely blends administrative duties with practical, operational tasks, ensuring that the council's services run smoothly both in the office and in the community.

Key Responsibilities

Administrative Duties:

- **Council Support:** Assist the Town Clerk in preparing for and attending council meetings, including the preparation of agendas, minutes, and reports.
- **Legislative Compliance:** Help ensure that the Town Council complies with all relevant legal requirements and local government regulations.
- **Financial Oversight:** Support in budget preparation, monitoring expenditure, and managing financial records.

- **Correspondence Management:** Handle incoming and outgoing communications, including public inquiries, emails, and formal letters.
- **Policy & Procedures:** Assist in drafting, implementing, and reviewing council policies and procedures to ensure efficiency and compliance.
- **Committee Support:** Assist with managing committees, including organising meetings, taking minutes, and following up on action points.
- **Deputising:** Act as the primary point of contact and decision-maker in the Town Clerk's absence.
- **Cemeteries:** Assist with the administration of the Council's cemeteries

Practical & Operational Tasks:

- **Facility Management:** Assist with the oversight of Council facilities, such as parks, community buildings, cemeteries and public spaces, ensuring they are safe, clean, and well-maintained.
- **Basic Maintenance & DIY:** Act as the primary point of contact for maintenance issues around Council facilities, overseeing the fixing or troubleshooting minor issues.
- **Health & Safety:** Ensure health and safety regulations are adhered to, including regular checks on Council properties and addressing any hazards or issues.
- **Event Preparation:** Provide practical support for Council events, including setting up equipment, preparing venues, and coordinating logistics.
- **Contractor Liaison:** Work with external contractors for larger maintenance or repair work, ensuring that jobs are completed to standard and on time.
- **Community Support:** Engage with the local community to address any immediate concerns regarding facilities or services, responding to maintenance requests or issues as they arise.

Qualifications & Experience

Desirable Skills and Experience:

- **2+ years of experience** in an administrative and/or project role, ideally within a local government or public sector setting.
- Familiarity with local government operations and regulations.
- Experience in preparing agendas, minutes, and reports for formal meetings.

- Knowledge of budgeting and financial management.
- Basic health and safety knowledge, particularly in relation to public spaces and buildings.

Key Skills:

- **Organisational Skills:** Ability to manage multiple tasks, prioritise workloads, and meet deadlines.
 - **Problem-solving:** Strong analytical skills to resolve both administrative and practical issues as they arise.
 - **Communication:** Ability to interact with Council members, staff, the public, and contractors in a professional and effective manner.
 - **Attention to Detail:** A keen eye for detail, ensuring accuracy in documents and thoroughness in maintenance tasks.
 - **Hands-on Ability:** Confidence in performing practical tasks, from trouble shooting maintenance issues to supporting the setup of community events.
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Key Performance Indicators (KPIs):

- Efficient support for the Town Clerk in all administrative duties.
 - Timely and accurate preparation of Council documents, agendas, and minutes.
 - Successful resolution of minor maintenance and repair issues across Council properties.
 - Positive feedback from community members regarding the responsiveness and quality of Council services.
 - Effective coordination of Council events and activities, ensuring logistical and operational readiness.
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Working Conditions:

- Standard office hours, with occasional evening or weekend work required for meetings or council events.
 - Hands-on tasks may require working outdoors or in different locations within the town for inspections or community activities.
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