

Job Description: Maldon Town Council, Deputy Town Clerk

Hours of Work: 37 hours per week (inclusive of evening work)

Place of work: The Town Hall, 4 Market Hill, Maldon

Grade: LC2 spinal points 26-29 (£23398 - £25951)

Responsible to: The Town Clerk

Duties and Responsibilities:

1. Deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in his/her absence due to annual leave or sickness.
 - a. Assist the Town Clerk in implementing decisions of the Council and its Committees.
 - b. Assist the Town Clerk in monitoring and control of the Council's day to day financial records and accounts, subject to instruction from the Town Clerk and Responsible Financial Officer or to deputize during holiday periods
 - c. Attend Town Council and other meetings as required.
 - d. Act as a key holder at the Town Hall.
 - e. Deal with enquiries from Members of the public and Town Councillors.
 - f. Provide support in the organisation and delivery of public and civic events.
 - g. Able to deputise for the Planning Committee Clerk, preparing agendas and powerpoint presentations, and minuting meetings.
2. Act as Clerk to the Environment Committee (approx. 8 evening meetings per year) and implement decisions of these Committees.
 - a. Responsible for the preparation of agendas, reports and minutes as required for these meetings.
 - b. Responsible for regular safety reviews of the Council's outside public facilities including three allotment sites, three closed churchyards, Market Hill Garden, Leech Memorial Garden, War Memorial and Horse Trough on High Street, Cromwell Hill Pump, St Giles' Ruins, various areas of amenity land in the town's estates, Ware and Wycke Hill ponds, and to

organise annual condition reports for the Council's tree stock. Organise remedial work as necessary

- c. Liaise with and monitor work undertaken by the Grounds Maintenance Contractor.
 - d. Liaise with and monitor work undertaken by other contractors for projects on Council sites.
 - e. Responsible for the administration of the Council's three Allotment sites, including
 - i. Visit allotment sites to undertake plot inspections and liaise with tenants
 - ii. Manage allocation of vacant plots
 - iii. Prepare and issue annual allotments invoices and collect payments
 - iv. Administer allocation of allotment gate keys
 - v. Prepare and issue allotments newsletter
 - vi. Organise one tenants meeting per year
 - f. Support the Maldon in Bloom Group, attend meetings (daytime), administer the Hanging baskets scheme, issue invoices and collect payments
 - g. Prepare portfolio for Anglia in Bloom and organise judges' visit.
3. Responsible for the administration of the Council's website.
 4. Undertake other duties, tasks and projects as required by the Town Clerk commensurate with the level of the post and to provide cover for other staff as necessary.

MAIN TERMS AND CONDITIONS OF SERVICE

General	This post is subject to the National Agreement on Pay and Conditions of Service as agreed by the National Joint Council for Local Government Services, as adopted or amended by Maldon Town Council from time to time.
Hours of work	37 per week Attendance at evening meetings is required for which time in lieu can be taken.
Holiday Entitlement	4 weeks, rising to 5 weeks after 5 years' local government service; plus 2 extra statutory days.
Pension	The post holder is entitled to join the Local Government Pension Scheme.

Please note that the Town Council office is a non-smoking environment.

The information given here is intended as a guide only and does not form the basis of a contract