



12 April 2023

Dear Applicant

Assistant Town Clerk

Thank you for your interest in working for Lostwithiel Town Council.

Lostwithiel is a small town in south Cornwall, lying in a valley at the head of the Fowey estuary equidistant from Liskeard, St Austell & Bodmin.

The Council has a history of being a former Borough Council and is a busy place to work. The Council's responsibilities include Listed Buildings, Children's play areas, parks, car parks, a cemetery, allotments, library and a public toilet. It Council has 16 Council seats and currently Council Members are supported by a part-time Town clerk and Administration/Library Assistant. The Assistant clerk role is a completely new part time position with specific areas of responsibility. The Council is looking for a self-motivated proactive post holder to fit with the diverse and interesting role on offer.

If you are interested in applying, please complete the attached application form. The closing date for applications is Tuesday 16 May at midday. Applications will be shortlisted for interview on Thursday 18 May with shortlisted candidates being invited to attend interviews on Thursday 01 June.

The Council very much looks forward to receiving your application.

Yours faithfully

S Harris

Mrs S Harris
Town Clerk



Lostwithiel Town Council

Assistant Town Clerk

Job Description

Job Title:	Assistant Town Clerk
Accountable to:	Town Clerk
Base:	Lostwithiel Library
Hours of work:	21 per week
Salary:	NJC SCP 18-24 £27,344 - £31,099 (plus Local Government Pension Scheme)

Purpose of the Post

This is an exciting opportunity to join the staff of Lostwithiel Town Council to help provide quality services to the town of Lostwithiel. This is a new post, designed to support the work of the Town Clerk. It will have specific areas of responsibility including committee administration, the management of events and deputising for the Town Clerk in their absence and as otherwise may be required.

Key terms and conditions

Salary	NJC SCP 18-24 (£14.21- £16.16 per hour)
Payment of Salary	Paid monthly by BACS
Probationary Period	The post is subject to a probationary period of 6 months



Conditions of Service	In accordance with the National Joint Council for Local Government Services
Pension	Membership of the Local Government Pension Scheme is automatic unless you choose to opt out.
Hours	21 hours per week.
Place of Work	Lostwithiel Library, Taprell House, North Street Lostwithiel Cornwall PL22 0BL.
Benefits	The Town Council will sponsor any relevant job-related training (subject to budget constraints).
Leave Entitlement	Annual leave starts at 22 working days plus two additional statutory days plus Bank Holidays (pro rata) and increases after five years of service. Continuity of relevant service will be honoured.
Expenses	A car mileage allowance is payable for authorised business travel which excludes normal travel to and from home to place of work.

Job description

Lostwithiel Town Council is looking to welcome a new member of staff, to push forward with innovative ways of working and above all delivering more for its residents. The post of Assistant Town Clerk will be challenging and rewarding supporting the Town Clerk with clearly defined areas of individual responsibility. We are looking for a self-motivated, proactive post holder with excellent communication, interpersonal and organisational skills,



a 'can do' attitude and the ability to prioritise and manage workloads to meet deadlines. Experience of working in a local government environment is preferred and some evening and occasional weekend work will be required. The place of work will be Lostwithiel Library, Taprell House, North Street, Lostwithiel and the role will be supervised and line-managed by the Town Clerk. This post is subject to a Disclosure and Barring Service (DBS) check.

Main duties & responsibilities

- The Assistant Town Clerk will support and deputise for the Town Clerk, taking responsibility for the Town Council in their absence.
- To maintain a model of professional standards throughout the staff team, acting where necessary to uphold these standards, and promoting a culture of transparency and fairness across all the Council's operations.
- To assist with the preparation of papers for all meetings to include redacting, formatting, producing tables & pdfs.
- To attend and minute meetings of the Council in the absence of the Clerk and as required and to attend and minute Committee meetings or other Council affiliated groups/working parties as required.
- To assist with the management of the Council's allotments & burial ground.
- To work, as required on a range of tasks to deliver the Council's Business/Strategic Plan and specific projects.
- To provide project management, support & administration.
- To undertake research as directed by the Town Clerk for projects, sourcing & purchasing products.
- To continue to acquire the necessary professional knowledge by attending training courses, conferences or seminars appropriate to the role and the work of the Council.
- To work with other members of the team to ensure efficient running of the Town Council office by dealing with visitors, phone calls, postal, email and other enquiries.
- To help to oversee the development and delivery of Council events – e.g., Civic Service, Mayor Making, Remembrance, Beating of the Bounds including lawful road closures where applicable.
- To prepare all documents for and attend and minute the Annual Town Meeting.
- To provide staff cover in the library in the absence of both the Administration/Library Assistant & Senior Administration Assistant.
- To undertake such other duties commensurate with the level of the post and job purpose as required by the Town Clerk from time to time or as amended by a contract of employment.



- To undertake periodic checks of Town Council assets & key holder responsibilities to ensure where applicable all Town Council assets are kept safe and secure at all times.

Other Assistant Town Clerk duties

- This post is subject to a Disclosure and Barring Service (DBS) check.
- Comply with the Town Council's policies & procedures at all times.
- Maintain the integrity of the Council in all internal and external communications.
- Adopt a positive and flexible approach to the variety of tasks and work patterns as the post will include some evening work attending meetings and occasional weekend work.
- Customer Experience - Drive to continually improve customer satisfaction and maintain a clear and consistent focus on delivering outstanding customer experience.
- Act in a way that actively demonstrates the Town Council's commitment to Equality and Diversity for staff, customers and partners.
- Undertake all activities in compliance with Health & Safety at Work legislation, all Lostwithiel Town Council policies and procedures and any and other agreed safe methods of work.
- Information security and governance – manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance.
- Safeguarding - maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures.
- Equality & Diversity - work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered.
- Health, Safety and Wellbeing at Work- contribute to the management of health and safety risks and the creation of a positive health and safety culture to safeguard the health, safety and wellbeing of yourself and others. Understand your health and safety responsibilities and comply with council policy and procedures.



Person specification –

Your key skills and abilities

Knowledge & Experience

- Experience of working with the public & providing an excellent standard of customer service.
- Excellent IT & administration skills using a wide range of applications including digital and online tools.
- Excellent communication skills, be logical, clear thinking, methodical, organised & diplomatic

Ideally you will also have:

- Experience of working in a Parish or Town Council
- A proven track record of project/event delivery
- Knowledge of Health, Safety & Wellbeing at Work legislation

Personal Skills and Attributes

- Enthusiastic and professional with a positive 'can do' attitude
- Able to work alone as well as part of a team
- A high level of interpersonal skills, especially tact and patience with the ability to remain calm under pressure
- Ability to carry out tasks as directed, work on own initiative when appropriate and manage



workloads to meet deadlines

- Excellent written and verbal communication skills
- Flexibility in working hours, including some evening and occasional weekend working
- Ability to adapt and contribute to service development

Education and Training

- CiLCA qualified or prepared to undertake training to achieve the qualification within a 2 year timeframe
- NVQ level 3 / A Level (or equivalent) standard of education
- Level 2 knowledge of ICT – internet, email and word processing, social media, e-books
- Evidence of commitment to continuing professional development

Physical

- Able to undertake the demands of the role with reasonable adjustments as necessary
- Commitment to equal opportunities policy and anti-discriminatory practices



CONFIDENTIAL

(Please complete this form in black ink)

1. Vacancy Details

Job Title: Assistant Town Clerk

Salary scale: NJC SCP 18- 24 (£14.21 - £16.16 per hour)

Hours: 21 hours per week

Completed application forms should be posted to Sandra Harris Town Clerk Lostwithiel Town Council, Taprell House, North Street Lostwithiel Cornwall PL22 0BL (in a sealed envelope marked Deputy Town Clerk vacancy), to be received no later than midday on the closing date, Tuesday 28 February 2023. It is not possible to hand deliver applications.

Application is by completed form only; CV's cannot be accepted.

CANVASSING, EITHER DIRECTLY OR INDIRECTLY, WILL RESULT IN DISQUALIFICATION

2. Personal Details

Surname:

First names:

Title:

Home Address:



Post Code:
Tel. No.:
Email Address:

3. Present or most recent employment

Name of Employer:	
Employers Address & phone number	
Job Title:	Notice required:
Date started:	Date left (if applicable):
Main duties and responsibilities:	



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Reason for leaving:



4. All previous employment (most recent first)

Name & address of employer	Job title & main responsibilities	Date		Reason for leaving
		From	To	



5. **Education** (please list all from age 11),

Name & location of school, college or university	Date		Examinations taken (include date, level and grade)
	From	To	



6. Training and Development

Name & location of training provider	Date		Examinations taken (include date, level and grade where appropriate)
	From	To	



7. Supporting Statement – Please read the job description and person specification. Using examples, demonstrate how your knowledge, skills and experience relate to the main duties and responsibilities in the job description and meet the person specification.)



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8. Additional Information



a) Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Under the Working Time Regulations 1998 the Council must monitor the hours worked by its employees – please confirm whether this will be your only employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) If appointed, do you have any business and/or financial interests which might conflict with the duties of the post? If yes, please give brief details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Do you have any criminal convictions which are not yet regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e) Would you need us to make any specific arrangements if you were invited for an interview? If yes please give details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f) Do you require any modifications or adaptations to your workplace for health or other reasons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g) To your knowledge are you related to any Councillor or employee of Lostwithiel Town Council or to the partner of such a person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Name:	



(if yes, please provide details)

Relationship:

9. REFERENCES

Details of two referees are required, one of which should be your current/most recent employer or if you are leaving full-time education, your Head teacher or College Principal. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references. Please do not ask any relative to provide a reference.

Name:

Name:

Organisation

Organisation

Job Title:

Job Title:



<p>Address:</p> <p>Post code:</p> <p>Tel. No.:</p> <p>Email</p> <p>Relationship:</p> <p>(I do not wish this reference to be taken up prior to interview) <input type="checkbox"/></p>	<p>Address:</p> <p>Post code:</p> <p>Tel. No.:</p> <p>Email</p> <p>Relationship:</p> <p>(I do not wish this reference to be taken up prior to interview) <input type="checkbox"/></p>
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10. DECLARATION

I declare that, to the best of my knowledge, the information given in this application is complete and accurate and I consent to it being processed for the purposes of recruitment by Lostwithiel Town Council under the General Data Protection Regulations. I understand that, if, after appointment, any information is found to be false or inaccurate, this may lead



to dismissal without notice.

Signature:.....

Date:

The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored in your employee file and used for payroll and personnel administration. It will only be shared with council officers/councillors with a legitimate need to view it. Personnel data held about unsuccessful candidates will only be retained for twelve months.



Lostwithiel Town Council – Equal Opportunity Monitoring

We, Lostwithiel Town Council are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting The Town Clerk. Completion of this form is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you.

Signature
Print Name
Date

The information you provide will stay confidential, and be stored securely and limited to only some staff. Please return the completed form in the envelope marked 'Strictly confidential' to Sandra Harris, Town Clerk, Lostwithiel Town Council, Taprell House, North Street, Lostwithiel, Cornwall PL22 0BL



Gender – Which of the following best describes your gender?

Male Female Prefer not to say Prefer to self-describe

Option to self-describe, please add here

Gender Identity: Do you identify as trans?

Male Female Prefer not to say Prefer your own term

Option to self-describe, please add here

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?



Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

If yes, please state the nature of the disability and explain the effect or impact of your disability or health condition on your work.

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

Which of the following best describes your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer to self-describe

Prefer not to say If other, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in: