STILTON PARISH COUNCIL

Deputy Clerk Recruitment Pack

1. THE PARISH COUNCIL

Stilton Parish Council is responsible for representing the interests of the local community, delivering and managing a range of parish services, facilities and assets. The Council operates a Parish Room and Pavilion, manages the Cemetery and associated burial facilities, and is responsible for public open spaces, and community facilities like Barn Close play area, the Pavilion play park and Skate Park.

The Clerk/Responsible Finance Officer is the Council's Proper Officer and Responsible Financial Officer and is responsible for ensuring that the statutory and administrative functions of the Council are properly carried out. The Deputy Clerk will work closely with the Clerk and support the effective day-to-day administration and delivery of Council services.

The Deputy Clerk will be an important member of the Council's staff team, providing practical support to the Clerk, Councillors, staff, volunteers, contractors, hirers and members of the public.

There are currently 4 employees at SPC: The Parish Clerk/RFO, Lead Caretaker, Caretaker and Cleaner. The Parish Council consists of 11 councillors who meet on the 2nd Tuesday of each month in Stilton's Church Meeting Room. There are also Finance, Amenities and Pavilion committees who meet quarterly, a Staffing sub committee and variety of Working Groups.

2. SUMMARY

Job title	Deputy Clerk
Employer	Stilton Parish Council
Hours	12 per week. Exact days/times to be arranged
Salary	From SCP13-17 (LC1) £15.56 - £16.61
Responsible to	Clerk / Responsible Finance Officer
Location	Parish Room on Church Street, Stilton and Pavilion, High Street, Stilton

The Parish Council is seeking a proactive, organised and enthusiastic person to support the Clerk and Council in the effective administration and delivery of Parish services.

This is a varied role involving administration, customer service, facilities and asset management, financial administration, communications, health and safety, community liaison and support for Council meetings and projects.

The successful candidate will need to be confident dealing with Councillors, staff, contractors, hirers, residents and members of the public, and able to work accurately, independently and to deadlines.

3. HOW TO APPLY

Please read the full Recruitment Pack before completing your application. Your application should explain why you are interested in the position and tell us about how your knowledge, skills and experience meet the requirements of the Job Description and Person Specification.

- Completed applications should be submitted by the stated closing date.
- Shortlisting will be undertaken against the criteria in the Person Specification.
- Candidates may be invited to an interview with 2 Councillors and the Parish Clerk
- The Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.

Closing date: **Sunday 25 October 2026 at 24:00**

Interview date(s): **Week commencing 2 November 2026**

Contact details: clerk@stiltonparishcouncil.gov.uk or call 01733 639106 for an informal chat/visit to site.

4. JOB DESCRIPTION

Job Purpose

The Deputy Clerk will be an Officer of Stilton Parish Council and will work under the direction of the Clerk/Responsible Finance Officer. The postholder will provide effective administrative and operational support to the Clerk and Council and will assist in ensuring that Council decisions, policies, statutory requirements and services are implemented effectively.

The Deputy Clerk will support the Clerk in the management of Council resources and day-to-day operations and, where authorised and appropriate, will undertake delegated responsibilities on behalf of the Council.

The role will include supporting the Clerk/Responsible Financial Officer with financial administration and records, and providing appropriate cover for the Clerk during periods of absence, within the limits of delegated authority.

Key Duties and Responsibilities

1. Council Administration and Governance

- Support the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
- Assist with the preparation of Council and Committee agendas, reports, supporting papers and meeting documentation.
- Attend Council and Committee meetings as required and prepare accurate minutes for approval.
- Receive correspondence and documents on behalf of the Council, deal with routine matters and bring items requiring decision or action to the attention of the Clerk.
- Issue correspondence on behalf of the Council in accordance with Council decisions, policies and instructions.
- Maintain accurate Council records, registers and filing systems, including statutory records.
- Assist with the preparation of Parish Meeting notices, agendas and minutes as required.
- Assist the Clerk with the implementation and monitoring of Council policies and decisions.

2. Financial Administration

- Support the Responsible Financial Officer with the careful administration of the Council's finances.

- Assist with monitoring and balancing Council accounts and maintaining financial records for audit and VAT purposes.
- Receive and check invoices for goods and services and assist with payment processes in accordance with Council procedures.
- Raise invoices for Council services and facilities and monitor receipt of payments.
- Assist with budget monitoring, financial reports and information required by the Clerk/RFO and Council.
- Obtain quotations and process orders in accordance with the Council's Financial Regulations and procurement procedures.
- Maintain accurate supporting documentation and audit trails.

3. Pavilion, Parish Facilities and Bookings

- Support the administration and day-to-day operation of Council facilities, including the Pavilion and Parish Room.
- Manage or support facility bookings, enquiries, hirer information and associated administration.
- Ensure hirer details, relevant documentation and insurance information are kept up to date.
- Raise invoices for bookings and ensure that booking, invoicing and payment records are appropriately cross-referenced.
- Provide a professional and helpful first point of contact for hirers, residents, community groups and other users.
- Assist with the promotion and marketing of Council facilities and activities.

4. Property, Assets and Contractors

- Assist with the management and maintenance of Council property, buildings, equipment and assets.
- Maintain registers of Council property and assets and ensure records remain accurate.
- Work with staff and contractors to identify equipment, materials and maintenance requirements.
- Order equipment and materials as authorised and process associated documentation and invoices.
- Obtain quotations and liaise with contractors and suppliers in accordance with Council procedures.
- Assist with projects relating to Council buildings, facilities, public open spaces and other assets.

5. Health, Safety and Risk Management

- Assist the Clerk in ensuring that Council health and safety procedures are implemented effectively.
- Carry out or arrange regular checks of Council facilities and maintain appropriate records.
- Identify and report hazards and arrange remedial action as authorised.
- Assist with risk assessments, method statements and other health and safety documentation.
- Support the safe and efficient operation of facilities open to the public.
- Assist with the management and recording of incidents, accidents and remedial actions.

6. Cemetery and Burial Administration

- Assist with the administration of the Parish Cemetery, Garden of Remembrance and New Churchyard.
- Maintain burial records and registers accurately and in accordance with applicable requirements.
- Provide a professional and sensitive service to funeral directors and members of the public.
- Assist with the monitoring and maintenance of the burial grounds and report issues requiring attention.

7. Communications, Website and Publicity

- Prepare, in consultation with the Clerk, updates for the Parish Council website and noticeboards.
- Assist with the preparation of leaflets, newsletters, posters and other promotional material.
- Assist with social media and other communications relating to Council activities and services.
- Communicate clearly and professionally with residents, Councillors, staff, contractors, community groups and external organisations.

8. Community, Projects and Partnerships

- Assist the Clerk with community projects, service planning and delivery of Council initiatives.
- Support the development and delivery of Council events and activities.
- Build and maintain positive working relationships with local community groups, residents, contractors and partner organisations.
- Assist with gathering information, preparing reports and researching options for consideration by the Council.
- Identify matters requiring specialist advice and refer them to the Clerk as appropriate.

9. Staff Support and Cover

- Support the Clerk with the day-to-day management and coordination of Council staff as required.
- Assist with rotas, work allocation and practical coordination of staff and contractors
- In the absence of the Clerk, provide appropriate day-to-day operational cover within delegated authority and refer matters requiring the Proper Officer's or Council's decision to the appropriate person.
- Undertake other reasonable duties consistent with the responsibilities and level of the post.

10. Professional Development

- Attend training courses and professional development activities as required.
- Continue to develop knowledge of local government, Parish Council procedures, legislation, finance, governance, health and safety and relevant Council services.
- Work towards or maintain appropriate professional qualifications, including CILCA where applicable and agreed.

General

The postholder is expected to maintain confidentiality, observe the Council's policies and procedures, comply with data protection requirements, and act at all times in a professional manner. The job description is not intended to be prescriptive or exhaustive and may be reviewed from time to time to reflect the needs of the Council.

5. PERSON SPECIFICATION

The Person Specification describes the knowledge, skills, experience and attributes required to successfully perform the role. The criteria will be used to shortlist candidates and may form the basis of interview questions.

Category	Essential	Desirable	How identified
Education / Qualifications	• **5 GCSEs or equivalent, including English and Maths** • **Willingness to undertake relevant training and professional development**	• CILCA qualification or willingness to work towards CILCA • First Aid at Work • Relevant health and safety qualification	Application / Interview / Certificates
Experience / Knowledge	• **Experience of working in an administrative or customer-facing environment** • **Ability to manage own workload effectively and work to deadlines** • **Good understanding of office administration, record keeping and**	• Previous experience working for a Parish or Town Council • Knowledge of Parish Council powers, duties and procedures • Understanding of Parish Council finance, budgeting and precepts	Application / Interview / Reference

	confidentiality **• Experience of dealing professionally with members of the public, contractors and/or external organisations** **• Good IT skills, including Word, Excel, email and internet**	• Experience of preparing agendas, minutes and statutory records • Experience of facilities or property management.	
Management Systems, Policies and Compliance	**• Ability to follow and maintain effective management systems and procedures** **• Ability to record and handle information accurately and appropriately** **• Understanding of the importance of data protection and confidentiality**	• Experience of data-control or document-management systems • Knowledge of health and safety, risk assessment and relevant compliance requirements	Application / Interview / Reference
Financial Administration	**• High level of accuracy and attention to detail** **• Ability to handle financial information confidentially and accurately** **• Ability to follow Financial Regulations and established procedures**	• Experience of accounting systems, invoicing, VAT, purchase orders or budget monitoring • Understanding of local government financial procedures	Application / Interview / Reference
Public / Community Engagement	**• Able to communicate effectively with residents, Councillors, contractors, staff and external agencies** **• Good listening and customer-service skills** **• Able to deal calmly and professionally with enquiries, problems and complaints**	• Experience of working with community groups or voluntary organisations • Experience of promoting facilities, services or events	Application / Interview / Reference
Project and Facilities Support	**• Able to organise multiple tasks and priorities** **• Ability to work practically and constructively with contractors, suppliers and staff** **• Ability to identify**	• Experience of project management or service planning • Experience of managing or supporting facilities open to the public	Application / Interview / Reference

	issues and escalate matters appropriately		
Personal Skills and Attributes	**• Self-motivated, reliable and organized** **• Proactive, positive and willing to take responsibility** **• Calm, diplomatic and professional under pressure.** **• Excellent written and verbal communication** **• Sound judgement and a practical approach to problem solving** **• Able to work independently and as part of a team** **• Flexible approach to changing priorities and the demands of the role** **• High level of integrity and commitment to confidentiality**	• Sense of humour • Experience of working in a small team where flexibility and initiative are important	Application / Interview / Reference
Other Requirements	**• Willingness to attend occasional evening meetings and events** **• Flexible approach to working patterns where required** **• Willingness to undertake training and professional development**	• Driving licence and access to own car • Availability for occasional emergency call-outs, if required and agreed	Interview / Application

6. SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Salary

The salary is determined by the Parish Council in accordance with the appropriate National Joint Council (NJC) terms and conditions and the Council's approved pay scale. From SCP13-17 (LC1) £15.56 - £16.61

Working Week

The normal working hours will be confirmed in the contract of employment. The postholder may be required to attend occasional evening meetings and Council events, with appropriate arrangements for such working.

Probation

The appointment will be subject to the Council's normal probationary arrangements, as specified in the contract of employment (3 months probationary).

Annual Leave

Annual leave will be in accordance with the Council's terms and conditions of employment and will be pro rata for part-time hours.

Pension

Employees of the Council will be entitled to participate in the Council's NEST pension arrangements in accordance with the applicable scheme rules.

Professional Development

The Council supports relevant training and professional development and will meet agreed professional membership or training costs where appropriate.

Equality and Safeguarding

Stilton Parish Council is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and adults. All employees, workers and volunteers are expected to share this commitment and to comply with the Council's relevant policies.

Right to Work and References

Any appointment will be subject to satisfactory references and appropriate right-to-work checks, together with any other checks required for the role.

7. NOTES

This recruitment pack has been prepared as a framework for recruitment to the Deputy Clerk role. The final contract of employment, salary, working hours, policies and delegated authorities will be confirmed by the Parish Council.

The job description is not intended to be either prescriptive or exhaustive. It outlines the main areas of responsibility and may be reviewed in response to the changing needs and priorities of the Council.