

SEVENOAKS TOWN COUNCIL JOB DESCRIPTION

Position: Open Spaces & Leisure Committee Clerk

Line Manager: Town Clerk

Date or Preparation: January 2021 (reviewed August 2023)

Main Purpose of the Role:

1. To act as the administrator for the Open Spaces & Leisure Committee
2. To manage the administration for the Markets.

Open Spaces & Leisure Committee Clerk Main Duties:

1. Compilation, typing and circulation of Open Spaces & Leisure Committee agenda and other agendas as and when necessary
2. Attendance at Open Spaces & Leisure Committee (and any relevant subcommittee meetings) to clerk evening meetings and other meetings as necessary for taking minutes and providing support to the committee.
3. Administration relating to the Town Council's open spaces and leisure facilities including events and general promotion of projects.
4. Administration for the management of Markets.
5. Assisting with administration relating to the cemetery.
6. Typing and distribution of minutes and preparing action letters
7. Post agendas and minutes to Town Council's web site
8. Liaising with other appropriate organisations.
9. Undertaking research work
10. Reception and telephone duties
11. General design for STC literature / promotional flyers.
12. Photocopying and filing
13. Attendance at appropriate Town Council events

14. Administration and secretarial support for the Open Spaces Manager.
15. Holiday and sickness cover for another Committee Clerk/Secretary
16. This job description sets out duties of the post at the time it was drawn up. Some detail may vary from time to time without changing the general character of the duties from the level of responsibilities involved.

Outline Terms & Conditions

- Part Time post*, some evening and weekend work. (TOIL available)
- 21 hours per week to be worked over a minimum of four days per week.
- £23,000 p.a. (pro rata equal £11.95 per hour)
- 21 days holiday & Bank Holidays (pro rata)
- Employer contributory pension