

Job Description

Job title:	Deputy Clerk	Date: June 2026
Salary:	£35,000 p.a. (pro rata) - TBC	
Hours:	28 hours per week Office hours to be agreed, plus regular and occasional evening meetings (usually on a Wednesday)	
Responsible to:	Clerk	
Job objective:	Work with the Clerk on estate/operations/facilities management, plus general and office support with HR, Finance and Administration. Deputise for the Clerk in their absence including the day-to-day running of the office and estate.	

Main duties and responsibilities:

1. Deputise for the Clerk in their absence.
2. Act as servicing Clerk for the Planning & Highways and Town Environment Committees and update the Clerk on meeting outcomes and actions and prepare agendas, write minutes and agree with Chairs of the committees.
3. Progress actions and correspondence arising from meetings and work with the Clerk and to update the action tracker.
4. Support the Clerk with project management tasks and allocation of resources and carry out feasibility studies and consultation surveys for projects.
5. Assist in tracking actions and milestones and work with the Finance Assistant and Clerk to ensure financial records are up-to-date.
6. Working with the Administrative Assistant, oversee the weekly & specialists markets – organising logistics, registration, certification, public liability and risk assessments.
7. Work with the Market & Events Working Group to improve the market and events offer.
8. Management of the annual calendar of events, to include communication with other authorities, stakeholders, community groups and related press releases.
9. Liaise with, and supervise the work of, vendors, sponsors, outside organisations, volunteer committees, and/or other persons related to implementation of Town Council festivals and events.
10. Liaise with third-party suppliers to assure compliance with all STC policies, procedures and legal requirements.
11. Assist in creation of budgets, track expenditure throughout the event process and produce reports as directed by the Clerk.
12. Liaise with the Communications Working Group and Administrative Assistant to ensure communications are current and updated.
13. Manage and map all external contracts to minimise redundancy and simplify payments.
14. Collate information for insurance purposes; ensure the Councils fixed Asset Register is accurate and timely; and ensure premiums are best value.
15. Implement Health & Safety Regulations where required, and develop and maintain risk assessments and their annual review for the approval of the Clerk.
16. Ensure ongoing staff compliance with the Council's Staff Handbook, and where necessary assist the Clerk in the management of grievance and disciplinary matters in accordance with the Council's grievance and disciplinary rules.
17. Maintain up-to-date policies and procedures with the Clerk and Councillors.

Miscellaneous

18. Adhere to STC policies and procedures.
19. Support at events (Christmas, Remembrance and Annual meeting etc) within and out of normal office hours as required.
20. All reasonable additional duties as required.