



Vacancy Advertisement: Assistant Clerk and Allotments Officer

1 The Council

Kennington Community Council is a new urban Parish Council, established in April 2019, with 16 Councillors representing some 4000 households in Ashford, Kent. Total precept in 2022/23 is £106,000.

2 The role

Following substantial growth in the activity of the Council, and the transfer of two statutory allotments to the Council in April 2022, we are recruiting a part time Assistant Clerk and Allotments Officer. This is a single position combining two functions; however, applications will be considered if interest is in one aspect of this vacancy only.

The Assistant Clerk will provide supplementary support to the Clerk to the Council. Responsibilities will include setting agendas and writing minutes for various Committees and other meetings, giving procedural advice, carrying out administrative tasks, and dealing with general enquiries and correspondence.

The Allotments Officer will assure that the transfer of allotments has been completed and will be responsible for the day to day running of the allotments. Specific responsibilities will include clerking the Allotments Subcommittee, establishing health and safety policy and practice, drafting and applying new tenancy agreements, updating records and invoicing systems, identifying providers for contracted services such as maintenance and utilities, and liaising with plot holders.

3 The Person

The candidate must have experience in administrative positions, good IT capabilities and excellent interpersonal, organisational, administrative and financial skills. Experience in a local government role or practical knowledge of allotments would be an advantage.

You will need quickly to develop a sound understanding of how a successful parish council works and then display a willingness to guide, help and support councillors in effortlessly achieving that ambition.

Knowledge of the Kennington area would be desirable.

4 The Offer

For a suitable candidate the starting salary will be in the region of LC1 (above substantive range (SCP 13-17)), dependant on experience and qualifications, and reviewable annually.

Core hours will be 14.8 hours per week (0.4 Full Time Equivalent), which may be averaged over a calendar month (64 hours per month). Working patterns are flexible to meet business requirements and will require attendance at some evening meetings. Paid holiday is included pro-rata and the position is part of a contributory pension scheme (Nest).

The position is suitable for home based/remote working, but regular travel to allotments and meeting venues in Kennington will be required.

Training will be provided, and the successful applicant will be expected to commence Introduction to Local Council Administration (ILCA) certification within 24 months of appointment.

The position will be subject to an Enhanced DBS check.

The closing date for applications is 31st May 2022.

