

STOKE UPON TERN PARISH COUNCIL AND SUTTON UPON TERN PARISH COUNCIL

JOB TITLE: CLERK TO COUNCIL

DATE: 2026

Introduction

Due to the close proximity, and very similar structures and objectives, although still independent Parish Councils, it is proposed that both Parish Councils collaborate in the appointment and engagement of a jointly employed Parish Clerk. Although specific roles and responsibilities may differ between the two Parish Councils, the Job Description will be determined as being the same and will require, in either one or both, the following skills and qualifications.

Draft Person Specification:

	Essential	Desirable
Educational Qualifications	Good level of general education including GCSE English and Maths or equivalent.	Further education to A level and/or Degree
Communication Skills	<ol style="list-style-type: none"> 1. Ability to relate to, and communicate orally with Council Members, Advisors, members of the public and external agencies. 2. Ability to draft and write: <ol style="list-style-type: none"> a. Accurate and concise notes and minutes from meetings, b. Formal letters and/or emails as required by the Parish Council 3. Ability to give objective and informed advice and information to Council Members. 4. High level of literacy together with the ability to read, and analyse and summarise documents and reports. 5. Ability to act as the Council’s Public Relations Officer. 6. Deal sympathetically with colleagues, elected members and the public. 7. Work effectively as part of a team. 	
Administrative Skills	<ol style="list-style-type: none"> 1. Experience of office administration, including: <ol style="list-style-type: none"> a. Record keeping b. Filing 2. Good organisational skills, ensuring robust and accessible records of Parish Council Meetings, activities and Communication. 3. Understanding of the Procurement Regulations relating to Parish Councils, and the ability to organise, procure and evaluate tenders and estimates to ensure demonstrable value for money. 	<ol style="list-style-type: none"> 1. Knowledge of Local Government. 2. Project management skills. 3. Knowledge of Best Value and Quality Council principles and procedures.
Office Management / skills	<ol style="list-style-type: none"> 1. Ability to self-motivate and self-manage time and effectiveness 2. Ability to prioritise work, set targets and generally organise work in an efficient manner. 	Basic knowledge of employment legislation. Experience of managing people.

	<ol style="list-style-type: none"> 3. Ability to organise and manage resources to maintain and develop motivation, morale, trust and confidence throughout the organisation. 4. Able to organise workloads to take account of evening and weekend commitments. 5. Be able to respond to changing situations and meet new challenges enthusiastically 	
Meetings	<ol style="list-style-type: none"> 1. Understanding of how to: <ol style="list-style-type: none"> a. organise meetings b. draft informative agendas and notes c. lead/chair meetings 2. Knowledge of legal procedures and law as it applies to Local Government. 3. Understanding of standing orders, financial regulations, legal powers and servicing committees generally. 	Certificate in Local Council Administration. Or University Foundation Degree in Local Policy
Health and Safety / Risk Management	Knowledge of Health and Safety legislation and procedures and conducting risk assessments.	
Finance	<ol style="list-style-type: none"> 1. Ability to set budgets, maintain accurate accounts and present them to members. 2. Ability to facilitate/manage the transition from the current bespoke accounting methodology to a recognised Accounting Package, e.g. SAGE, 3. Knowledge, or willingness to learn an appropriate Finance package 4. Good knowledge of Local Government finance and the accounts and audit regulations. willingness to undertake appropriate training 	
IT Skills	<ol style="list-style-type: none"> 1. Computer literate in particular a working knowledge of Microsoft word, excel and power point to provide effective and efficient administration, communication and reporting. 2. Ability, or willingness to learn, how to manage Parish Council Domain Name, Email Accounts and Website. 	Working knowledge of Microsoft database software
Special factors	<p>Ability to travel to:</p> <ol style="list-style-type: none"> 1. Parish Council Meetings 2. SALCO and/or Shropshire Council information/training events 3. Other activities and meetings, for example Planning Authority Meetings etc. <p>Ability to manage both the maintenance and operation of the Civic Cemetery.</p> <p>Good partnership and coordination skills to support continuing discussions and actions relating to the Tern Hill Strategic Development Site (MOD Estates)</p>	Car owner/driver
Community Commitment and Service Delivery	<ol style="list-style-type: none"> 1. Keen interest in contributing to local communities and their well-being. 2. Ability to prepare or learn to prepare funding bids to local, regional and national agencies. 	
Equal Opportunities	Commitment to Equal Opportunities.	
Physical requirements	Ability to carry out the duties of the post using any appropriate aids or adaptations.	