



# KEGWORTH PARISH COUNCIL

Appointment

of

**Engagement Officer / Deputy Clerk**

INFORMATION & APPLICATION PACK

**January 2018**

# KEGWORTH PARISH COUNCIL

## Information Booklet

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## **CLOSING DATE FOR APPLICATIONS**

**Thursday 15<sup>th</sup> February 2018**

**Completed applications should be marked**

**PRIVATE & CONFIDENTIAL**

**and addressed to:**

**The Parish Clerk, Kegworth Parish Council, 1, London Road, Kegworth,  
DE74 2EU**

**or emailed to:**

**clerk @kegworthparishcouncil.co.uk**

# **1. KEGWORTH PARISH COUNCIL**

## **Kegworth**

Kegworth is a large village and civil parish in Leicestershire with a population of approximately 3,700 people. Kegworth lies on the River Soar and is situated near to Junction 24 of the M1 motorway, close to East Midlands Airport.

Kegworth is within North West Leicestershire District Council, which includes 31 local councils and has offices in Coalville and Leicester County Council with their main office in Leicester

## **The Council**

Kegworth Parish Council has 10 councillors representing 2 wards, Kegworth and Daleacre Hill

## **Responsibilities**

The Parish Council owns and/or maintains a number of 'properties' in the village including:

- Kegworth Market Place
- Kegworth War Memorials
- Three allotments on Sideley, Station Road and School Alley
- Playgrounds on Sideley, Whatton Rd, Munmore Close & Whiteholme Gardens which include 2 Multi Use Games area's and a Skateboard Park, plus a grassed area on Windmill Way.
- King George V playing field, maintenance of boundaries & gates
- Kegworth Cemetery and Air Crash Memorial
- Kegworth Parish Council Office
- Grassed area off mill lane known as The Flash
- A piece of land on Long Lane, which is currently rented out
- Maintenance of St Andrew's Church grounds, boundaries, clock and floodlighting

Plus smaller operations such as benches, planting displays and Christmas decorations

## **Parish Council Meetings**

The Parish Council meets on the first Monday of the month (unless this is a bank holiday in which case it is the second Monday). There are additional informal meetings of the Council held on an ad-hoc basis.

## **Parish Council Office Opening Times**

The office is open on Mondays 9am to 1.30pm, Tuesdays & Thursdays 9am to 4pm and on Wednesdays 9am to 12 noon. The office is closed on Fridays.

## **Parish Council mission statement**

Kegworth Parish Council is elected by and exists for the benefit of Kegworth Citizens. Its Mission is to protect the interests of the residents of Kegworth Parish and reflect and represent their wishes whilst striving to make Kegworth a more pleasant, healthier and safer parish in which to live, work and play.

## **2. JOB ADVERTISEMENT**

Kegworth Parish Council  
1 London Road, Kegworth, Derby, DE74 2EU

Has a vacancy for an Engagement Officer/Deputy Clerk  
15 hours per week (flexibility is required)

Salary Scale Point LC1 22 which pay rate is £20,661 based on a full time post at 37 hours  
Hourly rate is £10.74  
Pension Scheme available

We are a friendly enthusiastic Council, who are keen to make a positive difference to our Parish. We have lots of ideas and energy and are looking for an Engagement Officer/Deputy Clerk who can work with our Parish Clerk/Responsible Financial Officer to support the Parish Council in the efficient running of the day to day business and fully engage with residents, businesses and other agencies. As well as being a friendly, enthusiastic, confident and calm individual, we are looking for someone who:

- has excellent people skills, including the ability to work with Councillors, members of the public and third party organisations
- is proficient with the use of email, Microsoft word, excel and other Office applications
- is proficient and confident in managing a website and use social media accounts
- has flexibility to attend meetings, consultations, information events and the like
- is an accurate record keeper, well organised and able to meet deadlines
- has the ability to support and deputise for the Clerk when required
- will undertake all other duties as may be reasonably required

The job is office based and the successful candidate would be expected to start working towards obtaining CiLCA (Certificate in Local Council Administration) once they have completed the initial 6 month training period.

Please contact Vicky Roe, via phone or email (see below) if you would like to know more about Kegworth Parish Council, the job or would like an application pack.

The closing date for return of applications is Thursday 15<sup>th</sup> February 2018 with interviews to be held in early March.

Please send applications to:

Vicky Roe  
Parish Clerk  
Kegworth Parish Council  
1 London Road  
Kegworth, DE74 2EU  
01509 670204  
clerk@kegworthparishcouncil.co.uk

### **3. JOB DESCRIPTION**

#### **Job Description/Person Specification Engagement Officer / Deputy Clerk to Kegworth Parish Council**

##### **Overall Responsibilities**

- The Engagement Officer / Deputy Clerk to the Council will act as the Council's Ambassador and Chief Representative in communications with external agencies, Parishioners and other stakeholders concerning all major project work and development activities which the Council is involved in.
- The Engagement Officer / Deputy Clerk's will take responsibility for the Council's website, social media and newsletter as well as face to face contact with residents and businesses including local authorities and other agencies"
- The Engagement Officer / Deputy Clerk will take responsibility for overseeing and co-ordinating a growing and enthusiastic volunteer force.
- The post holder will support the Clerk to the Council in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- The post holder is expected to assist the Clerk to the Council in the formation of, overall policies to be followed in respect of the Authority's activities and in particular, to help produce all the information required for making effective decisions and supporting the Clerk to the Council in successfully implementing those decisions.

##### **Specific Responsibilities**

- To maintain and update the Parish Council Website, and all social media such as Facebook and Twitter, to ensure the Council is presented in a constructive and appropriate manner, and that all information is accurate and current.
- To attend meetings with various external agencies, to promote and develop the Council's profile and engagement with key projects, as determined by the Council.
- To seek out all opportunities to communicate with residents, village businesses and third party organisations and to have the flexibility to attend consultations, liaison meetings and other similar events.
- To update and refresh information regularly on noticeboards and to advertise to a wider audience all opportunities within the Parish, such as volunteering, etc.
- To be the first point of contact for residents and visitors to the Parish Council offices and to deal with enquiries as appropriate.
- To prepare minutes for approval as required. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To manage all enquiries relating to the Cemetery, Burial/Internments and ensure that all related paperwork and work is completed.

- To manage the Parish allotments; tenancy renewals, re-letting of plots and to deal with all queries.
- To produce a quarterly Parish Newsletter, liaising with the printer and distributor to ensure this is produced and available to residents in a timely manner.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and sub-committees.
- To have an understanding of the Council's accounts and how to prepare records for audit purposes and VAT and be familiar with 'Scribe' software and the inputting of data and reporting capability of the Scribe software
- To conduct routine administration for the Council, as instructed by the Clerk and to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To ensure that the Council's Risk Assessments are properly met.
- To act as a representative of the Council as required by the Clerk.
- To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To stand in for the Clerk in the event of her absence through sickness, holiday or any other reason.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- Any other reasonable request made by the Clerk or the Council, for which you have the training and / or capability to do.

#### 4. ENGAGEMENT OFFICER/DEPUTY CLERK - PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Qualifications</i>
<b>Education</b>	<p>Good general education with a minimum of 2 'A' levels or equivalent GCSE's to include English and maths grade C and above or equivalent</p> <p>Certificate in Local Council Administration or willingness to obtain within six months of appointment</p>	<p>Membership of the Institution of local council Managers</p>	<p><u>Desirable</u> The Certificate in Local Council Administration And other relevant qualifications such as: Certificate in Local Policy Studies First Year The Certificate in Local Policy Studies The Diploma in Local Policy Studies BA (Hons) Degree Local Policy Studies</p>
<b>Previous work</b>	<p>Minimum of 5 years office management and administration, including application of personnel procedures</p> <p>An understanding of budget setting and financial control</p> <p>Overseeing/organising/working with volunteers, and/or experience of being a volunteer</p>	<p>Public Relations post holder.</p> <p>Post holder in Local Government</p> <p>Experience of departmental development and promotion.</p> <p>Role in Local Government communication, or similar</p> <p>Good knowledge and understanding of Local Government / smaller Council financial management.</p> <p>Records management</p> <p>Minute taking and servicing committees</p>	<p>Marketing / PR qualification</p> <p>Attendance on recognised administration training courses within the public sector.</p>
<b>Skills and knowledge</b>	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Good report writing and press release skills</p> <p>Advising , supporting and constructive communication with elected members</p> <p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners Excellent analytical and organisational skills</p> <p>Proficient in standard office IT packages</p>	<p>Working knowledge of local government law, administrative and committee procedures and the planning system</p> <p>Confident public speaker</p> <p>Working knowledge of employment legislation</p> <p>Good local government/small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members</p> <p>Social media/website management experience</p>	<p>Local government qualification, as detailed above.</p> <p>SAGE/Scribe and/or other finance software training.</p> <p>Recognised financial management qualification.</p>

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>Qualifications</i></b>
	<p>Confident social media user and website maintenance skills</p> <p>Ability to work effectively within a Local government framework</p> <p>Excellent communication skills both written and oral</p>		
<b>Personal Qualities</b>	<p>Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation's strategies and plans.</p> <p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working</p> <p>Ability to deal with a wide range of people with diplomacy and tact</p> <p>A commitment to equal opportunities, diversity and community engagement</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	<p>Ability to generate ideas and consider strategic issues</p>	<p>Assertiveness training.</p> <p>Communication skills training.</p> <p>Time management.</p> <p>Leadership skills</p>
<b>Other</b>	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p> <p>Ability to be flexible/increase working hours to cope with peaks in demand</p> <p>Access to or use of a car</p>		



## 5. APPLICATION PROCESS

The application and the covering letter should be placed in a sealed envelope marked “*private and confidential - Application for Engagement officer/Deputy Clerk post* ” and addressed to:

**Vicky Roe, Parish Clerk  
Kegworth Parish Council  
1, London Road,  
Kegworth, DE74 2EU**

**Or via email to:**

**[clerk@kegworthparishcouncil.co.uk](mailto:clerk@kegworthparishcouncil.co.uk)**

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Engagement Officer/Deputy Clerk

A CV is not required.

Your application must be returned no later than 4pm on Thursday 15<sup>th</sup> February 2018

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact Vicky Roe, Kegworth Parish Clerk on 01509 670204 or [clerk@kegworthparishcouncil.co.uk](mailto:clerk@kegworthparishcouncil.co.uk) for an informal discussion.

## **6. SELECTION PROCESS**

The formal selection process by interview will take place in December on a date to be agreed. The appointment will be made by the Appointment Panel, which will comprise two Councillors, the Parish Clerk and an HR Consultant.

### **Interview**

Candidates will be required to attend an interview which will last up to an hour. If successfully short-listed, a second practical interview will be arranged.

### **References**

Formal references will be taken up following an offer of employment.

### **Disabled Candidates**

Any candidate who is disabled should please contact the Clerk of Kegworth Parish Council, in confidence, so that reasonable adjustments can be made to the recruitment process.

### **Code of Conduct**

The post-holder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Parish Council and entered in the Register of Officers' Interests.

### **Criminal Convictions**

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chairman of the Council.

### **Pre – Employment Checks**

Any offer of employment will be subject to two satisfactory references being received which must include one reference from your present or most recent employer.

# Application Form

Please complete in black ink and print where possible

<b>Position applied for:</b>	<b>Closing date and source of application:</b>
<b>Surname:</b>	<b>First names and title:</b>
<b>Address:</b>	<b>Telephone:</b>  <b>Mobile:</b>  <b>Email:</b>  <b>National Insurance Number:</b>

## **Personal Details:**

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Employment History**

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

**Name & Address of Employer:**

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Name & Address of Employer:**

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Date Left:

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Reason for Leaving:

**Name & Address of Employer:**

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Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

**Education and Qualifications (including Membership of Professional Bodies)**

Date From/To	Name of School, College or University	Qualifications Gained

**Training**

Please list the relevant training courses attended below:


**Hobbies**

Please give details of your main hobbies:

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**Illness and/or Accidents**

1. Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):

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**Additional Competency Information**

Please provide specific examples in response to the following questions:

What have you done to ensure that you work effectively as a member of a team or partnership?

Please give an example of when you have worked successfully as part of a team? What did you do?

Please describe an occasion where you have improved a business process or procedure. What did you do and what was the outcome?



*Please give details of any outside interests or other information you feel will support your application:*

**References**

Please give the names and addresses of two referees. One should be your present or last employer if possible.

<b>Referee 1</b>	<b>Referee 2</b>
Name	Name
Address	Address
May we approach them now?    Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now?    Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you related to any member or employee of this Council?                                Yes  No

If yes please give full details:

**IMPORTANT NOTICE**

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

**DECLARATION**

<i>I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.</i>	
Signature	Date