

VACANCY

CLERK TO THE NAVENBY PARISH COUNCIL AND THE NAVENBY PLAYING FIELD ASSOCIATION

A new part-time, paid post of Clerk to Navenby Parish Council and the Navenby Playing Field Association (Reg Charity 514422) has been created. This is a permanent post, subject to a 6 month probationary period, and the start date is as soon as possible. For the first year the post will be part-time working for 30 hours per week, but these hours will be reviewed at the end of that year and if the workload warrants it will be increased. The post can be a mix of office and home-based working as long as a minimum face-to-face service for residents is provided for 5 hours per day, 3 days per week.

We are looking for someone who is literate and numerate with good organisational and IT skills, particularly Word and Outlook. Producing high quality, accurate work is important, as are personal qualities of integrity, discretion and impartiality because the Clerk is key to ensuring that all governing provisions relating to the Council and Charity are observed. Work includes preparing agendas, taking minutes and providing clear guidance to the eleven unpaid, volunteer Councillors at monthly Parish Council and Trustee meetings (held in the evening to allow attendance by those Councillors and residents who work full time) and ensuring decisions are effectively implemented. A working knowledge of charity and parish council procedures is desirable but not essential, and if not already CiLCA qualified the incumbent will be expected to complete the relevant training courses provided by the Lincolnshire Association of Local Councils and then commit to becoming CiLCA qualified.

The salary is set at Local Government Spinal Column Point (SCP) 24 (£18.35 per hour, equating to a full-time (37 hrs per week) salary of £35 412 per year) for somebody who does not hold a Certificate in Local Council Administration (CiLCA) and SCP 25 (£18.85 per hour) if they do.

For an informal chat with the Chairman of the Parish Council or the current Parish Clerk, Mr Andy Callander, please call 01522 811132 or email office@navenbypc.org.uk. A job description, person specification and application form are available from the Clerk.

Deadline for applications 27th May 2026.

PERSON SPECIFICATION - CLERK TO THE NPC AND THE NPFA

Competency	Essential	Desirable	How Assessed
Education, Professional Qualifications and training	<p>Minimum GCSE English & Maths A-C, Levels 1-5 (or equivalent)</p> <p>Certificate in Local Council Administration (CiLCA) or willingness to work to obtain this qualification. If not already obtained, the Council will fund the FILCA training and support the RFO to enable studies to be completed within the designated timescale.</p>	<p>Administrative and/or management qualifications.</p>	<p>CV and sight of original certificates at interview.</p>
Abilities and Attitudes	<p>Value the role of the PC and NPFA and take pride in supporting local democracy,</p> <p>Have experience of working in a public-facing role.</p> <p>Manage agendas, minutes, correspondence, filing systems and statutory records with accuracy and consistency.</p> <p>Work without close supervision, managing time effectively and using own initiative.</p> <p>Work collaboratively, calmly and politely, with Councillors, staff, residents and external bodies, communicating effectively, orally and in writing</p> <p>Manage staff effectively, delegating work to them effectively and motivating and developing them.</p> <p>Demonstrate excellent organisational skills, prioritise work, set and meet deadlines.</p> <p>Build strong community links.</p> <p>Demonstrate a high standard of computer literacy e.g., MS Word, Excel, PowerPoint, Outlook and website admin.</p> <p>Willing to attend training courses appropriate to the post.</p>	<p>Have a working knowledge of:</p> <ul style="list-style-type: none"> • Local Government structure and practices. • Planning Legislation. • Project management. • Health & Safety and risk management. • Charity Commission regulations. 	<p>CV, interview and references.</p>
Personal Circumstances	<p>Eligible to work in the UK.</p> <p>Willingness to work flexibly as required.</p> <p>Willingness to attend monthly evening Council meetings and occasional weekend and evening working for events.</p> <p>Hold a DBS clearance.</p>	<p>Hold current driving licence, have own transport.</p>	<p>Sight of appropriate paperwork, CV, interview and references.</p>

JOB DESCRIPTION - CLERK TO THE NPC AND THE NPFA

Overall Responsibilities

1. The Clerk to Navenby Parish Council (PC) is the Proper Officer of the Council and as such is under a statutory duty to carry out all the associated functions of that office. They are responsible for ensuring that the instructions of the Council in connection with its function as a local authority and (separately) as Sole Corporate Trustee to the Navenby Playing Field Association (NPFA – registered charity 514422) are carried out. The Clerk advises Councillors on, and assists in the formation of, overall policies to be followed in respect of their activities for both the PC and the Charity, in particular to produce the information required for making effective decisions, and to implement constructively all decisions. The Clerk line manages the paid part-time PC Responsible Finance Officer, NPFA Operations Manager and NPFA Events Manager, and directs the contracted Village Caretaker.

Specific Responsibilities

2. The Clerk's specific responsibilities are to:
- a. Ensure that statutory and other provisions governing or affecting the running of the PC and Charity are up to date, observed and reviewed on an annual/regular basis. Draft Standing Orders for the conduct of PC and Charity business.
 - b. Ensure that the PC's and Charity's obligations for risk assessment, insurance and assets are properly met and annually reviewed.
 - c. Prepare, in consultation with appropriate members, agendas for meetings of the PC and the Charity Trustee (and, if required, committees). Arrange and attend all meetings of the PC and the Charity Trustee (and, if required, meetings of any committees), and prepare minutes for approval. Comply with the statutory publication of PC business via notice board and website.
 - d. Receive correspondence and documents on behalf of the PC and the Charity Trustee, and either deal with routine correspondence/documents or to bring as necessary such items to the attention of Councillors. Issue correspondence based on instructions, or the known policy of, the PC and the Charity, including lodging all representations made by the PC as statutory consultee on planning applications within the time frame given by the Local Planning Authority.
 - e. Study reports and other data that arise from activities of the PC and the Charity and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the PC or the Charity Trustee.
 - f. Draw up both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the PC and the Charity Trustee and to advise on the practicality and likely effects of specific courses of action.
 - g. Draw to the PC's and the Charity Trustee's attention the extent to which its implemented policies are achieving the desired results. Make the PC and the Charity Trustee aware of any shortcomings and, where appropriate, suggest modifications.

- h. Act as the representative of the PC and the Charity Trustee as required.
- i. Issue notices and prepare agendas and minutes for the Annual Parish Meeting. Attend the Annual Parish Meeting and implement the decisions made that are agreed by the Council.
- j. Prepare, in consultation with the Chair, communications (which could include press releases) about the activities or decisions of the PC and the Charity Trustee.
- k. Attend training courses or seminars on the work and role of the Clerk as required by the PC and the Charity Trustee. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the PC and the Charity.
- l. Ensure that all Declarations of Councillors' Interests, Acceptances of Office, and the Code of Conduct are available to and completed by Councillors and to initiate and/or where appropriate arrange/facilitate the filling of any Councillor vacancies on the Council.
- m. Arrange and participate in the annual Internal Audit in accordance with the 'Governance and Accountability Guide for Smaller Authorities in England' latest edition. Prepare the Annual Governance and Accountability Return (AGAR) in accordance with instructions of the Government appointed External Auditor and arrange publication of the AGAR and associated documents in line with statutory requirements.
- n. Be conversant with national and local developments that may be of interest to, or have an impact on, the work of the Council, and ensure Councillors are made aware.