



HAWARDEN COMMUNITY COUNCIL

Part Time Assistant Clerk (30 hrs)

Job Description

Job Purpose:

- To support the Clerk & Financial Officer to administer the Community Councils of Hawarden and Broughton & Bretton.
- To carry out any duties and functions as required to assist the Clerk and Financial Officer.
- To manage the Council's allotments and street lighting.
- To assist in the management of policy development and small projects.

Principal Duties:

- Preparation of minutes and agendas, reports on a monthly basis for both councils
- General correspondence.
- Maintenance of the Council websites and social media pages.
- Management of the Hawarden Allotment site.

- Attendance at monthly evening meetings of both Councils.
(Hawarden meet on the second Monday of the month, excluding August, and Broughton and Bretton meet on the third Tuesday, excluding August and December.)
- Maintenance of the Council's planning applications and decisions data base.
- Maintenance of the Council's filing system (paper and electronic, preferably moving to electronic).
- Assistance with the organisation of civic and community events including the Hawarden Carnival, Remembrance Sunday, Community Volunteers and Bursary Awards.
- Ordering of stationery for office use and goods and services as requested by the maintenance team.
- Maintenance of the petty cash accounts.
- Booking of events as required.
- Attendance at mandatory training or training requested in relation to the role.
- Other duties as may be required by the Clerk & Financial Officer.