



Seaford Town Council

**Job Description**  
**Assistant Town Clerk**

Responsible to: Town Clerk

Hours: 37 hours per week

Grade: SCP 23-27

**1. Job purpose**

To provide efficient and effective support to the Strategic Projects, Marketing and Corporate Management functions of the Council and the Town Clerk.

**2. Areas of Day-to-Day Responsibility**

Strategic Projects (as delegated by Town Clerk)  
Communications (Websites, Social Media, Publications)  
Marketing (Town Council, The View & Golf Course)  
Democratic Services (Councillor Details, Committees, Outside Bodies, Elections)  
Civic Services (Mayor & Young Mayor Offices, Civic Events, Civic Regalia & Protocol)  
Corporate Governance (Complaints, Freedom of Information & Subject Access Requests)  
Office Management (Office Facilities & Equipment, IT Services, Telephones)

**3. Line Management Responsibility**

1. Mayor's Secretary/Grants Administrator
2. Marketing Officer

**4. Duties**

Strategic Projects

1. Assist in the delivery of strategic projects of the Council as delegated by the Town Clerk.
2. Assist the Clerk in monitoring the strategic performance of the Council.
3. Assume responsibility, where delegated, for the management of certain strategic projects.
4. Ensure communication of the projects, where relevant, with other members of staff, councillors and/or the public.

Communications

5. Responsibility for the Council's website, Facebook page and Twitter account. To ensure that information on these sites are up to date and accurate, meeting the legal requirements for data transparency. To act as point of call on website related queries.
6. Assist with the creation of Council press releases and publicity of the Council's activities and authorise such releases in the absence of the Town Clerk.
7. Responsibility for the Council's Annual Report and quarterly Newsletters, and other such publications as requested.

### Marketing

8. Supervision of the Marketing Officer, who is responsible for the marketing for the Town Council, The View and the Golf Course and the overall branding for the Council.

### Democratic Services

9. Provide assistance where possible during local and general elections and the induction of any subsequent Town Councillors.
10. Coordination of the Council's Outside Bodies, liaising with the external organisations, advising Councillors where needed and related administration activities.
11. Maintain information regarding Councillors; Council records and publicly available documents and information.

### Civic Services

12. To oversee and manage the civic services of the Council.
13. Line management of the Mayor's Secretary.
14. Oversee the Mayoral functions through the Mayor's Secretary; to include the offices of both Mayor and Young Mayor.
15. Ensure Civic Protocol is upheld.
16. Responsible for arrangement of the Annual Town Meeting (Town Forum).
17. Oversee the Freedom of the Town process.

### Corporate Governance (Complaints, Freedom of Information & Subject Access Requests)

18. To assist the Town Clerk, where delegated, with Freedom of Information and Subject Access Requests received by the Council.
19. To assist key personnel in dealing with complaints received by the Council (the Town Clerk remaining uninvolved where possible in case of any future appeals).

### Office Management

20. Information provision and support to the Town Clerk, Councillors and other members of staff as and when required.
21. Ensure the office is running effectively and efficiently, working with the Administration Assistant regarding the general office administration activities.
22. Responsible for the Council's IT function and telephone systems (including those at The View and Golf Course).
23. Part of the Corporate Management Team; responsible for providing administrative support to the team, arranging meetings, note-taking and overseeing follow up actions.
24. Staying up to date with matters effecting the Council and bringing these to the Town Clerk's attention as and where relevant.
25. Ensuring published Council documents and information are accurate and up to date (hard copies and online) and the Office and Councillor Information Packs.
26. To undertake any other duties required by the Council consistent with the level and scope of the post.

## **5. Continuity Planning**

In the absence of the Town Clerk/Proper Officer, and providing such matters cannot wait until the return of the Clerk/Proper Officer, shall be responsible for:

1. Those responsibilities bestowed upon the Proper Officer according to Standing Orders and any other Council Policy.
2. Approval of press releases and making of any press statements or communications.
3. Decision making regarding the areas of responsibility in the job description.

Where necessary, such decisions should be discussed with other relevant members of management team and a written record made to be reported back to the Clerk/Proper Officer at the earliest possible convenience.

Written: October 2019