

Whitwick Parish Council
Community Office,
3a Market Place, LE67 5DT
Tel 01530 459527

**WHITWICK
PARISH COUNCIL**

www.whitwickpc.org.uk
Email: clerk@whitwickpc.org



Whitwick Parish Council
Open:
Wednesdays 1 - 4 pm
Thurs/Fridays 10 am - 1 pm

**Do you want a career in local government
and to make a difference in the community
of Whitwick? We have a new vacancy for an**

Administration Assistant

(Temporary Contract for 6 months)

Our new Administration Assistant would join a small friendly team and want to:

- support the work of the Parish Office on delivering council services for the community;
- help resolve enquiries from parish councillors and public;
- assist in preparation for Council and Committee meetings;
- sharing information by regularly updating parish website and promoting social media;

Hours: Flexible working for 15 - 18 hours per week

Salary: NJC Spine point 9 - £11.05 per hour

National pay award pending and parish council pension scheme if eligible

For full job description and application pack, please see the News page of our website <https://whitwickpc.org.uk/news/> or contact the Community Office as detailed above.

**Closing date for applications is 12 noon on
Friday 16 September 2022. Interviews will be held on
Monday 26 September 2022**

Cathy Tibbles, Parish Manager

Whitwick Parish Council

Administration Assistant Job Description

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational	<ul style="list-style-type: none"> To provide clerical and administrative support to the Parish Office, including (but not restricted to) photocopying, filing, printing, laminating, scanning, archiving, shredding, dealing with incoming/outgoing post To support the collection of data and input onto Management Information Systems To disseminate information to PM/ Caretakers and Councillors To assist in the distribution of publicity materials To assist with ordering and maintenance of stationery and other supplies
Communications	<ul style="list-style-type: none"> To deal with routine correspondence and telephone enquiries (including those of a confidential nature) in a professional manner; to complete and maintain the call log To deal with queries made by both councillors and members of the public when making personal visits to the Community Office (ensuring that the Parish Manager is made aware of all relevant information) To liaise with and develop positive working relationships with the staff team To liaise with external colleagues and stakeholders To assist with the preparation and distribution of agendas, minutes and associated paperwork from meetings as directed by Parish Manager To produce certificates, invitations, flyers and publicity material using Microsoft Publisher/ PowerPoint, when required To liaise with service providers and maintain appropriate service records, e.g. ICT, Health & Safety, Building etc. To maintain and update all electronic forms of communication including Parish website, social media, email and online calendars. To assist in the management of Parish Council noticeboards
Resource Responsibilities	<ul style="list-style-type: none"> To assist with events and activities. Occasional attendance at Council Meetings and events may be required.
Equal opportunities	<ul style="list-style-type: none"> To be aware of any particular special needs of clients and customers and seek advice if it is required To engage in opportunities to develop own understanding of equality issues
Health and Safety	<ul style="list-style-type: none"> To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To assist the Parish Manager to manage and monitor Health & Safety requirements
Personal Development	<ul style="list-style-type: none"> To attend training / personal development as appropriate and relevant to the position
General	<ul style="list-style-type: none"> To undertake any other duties that may be reasonably asked of the postholder as required

Whitwick Parish Council

Job Title: Administration Assistant Person Specification

	Essential	Desirable	How Assessed
Qualifications			
Education to GCSE Standard at grades A-C for a minimum of 5 GCSEs including Mathematics and English or equivalent (Key skills at Level 2)	√		App/ Test
Business and Administration NVQ level 3 Certificate or equivalent		√	App
Experience of servicing meetings and minute taking.		√	App/ Int.
Experience & skills			
Experience of general office procedures e.g. manual and computerised record and filing systems, photocopying, emails and faxes.	√		App/ Int.
Experience of working in a team	√		
Organised approach to work in relation to file and record keeping	√		App/ Int.
Good knowledge of Microsoft Office, particularly Word, Excel, Publisher and Access	√		App/ Test
Able to produce written communications which are readily understood	√		App/ Test
Good communication and numeracy skills	√		App/ Int.
Experience of budget keeping and accountancy		√	App/ Int.
Health and Safety			
Be aware of and implement your health and safety responsibilities as an employee.	√		App
Where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.		√	
Interpersonal Skills			
Knowledge of Equal Opportunities	√		App/ Int.
Ability to research information from relevant sources and present clearly		√	App/ Int.
Motivation			
Willing to develop knowledge and experience	√		App/ Int.
Flexible approach to changing work tasks	√		App/ Int.

Other			
Knowledge of local Government or Parish Council's		√	App/ Int.
Good Attendance Record	√		App/ Int/ Ref
Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	√		App/ Med
Own your own car/ transport or have the ability to travel around the Parish		√	App

App = Application Form

Int = Interview

Test = Test

Ref = Reference

Med = Medical Questionnaire

Our Amenities

- Park Hall – Available for hire on 01530 459527
- Whitwick Park - Includes play areas, football pitch, free tennis courts, outdoor fitness equipment, skatepark and hire of the bowling greens.
- Community Office – Information Service, Photocopying, Police Beat surgeries also held here.
- Thornborough Road and Walkers Flats Allotments are available for rent – contact the relevant Management Groups via the Parish Council.
- Recreation areas on Hermitage Road, Hilary Crescent, Holly Hayes, Parsonwood Hill & Robinson Road.
- Open Spaces - maintained for your use (maps available on website)
- Former Railway Station Building leased to Whitwick Historical Group

Whitwick Community Office

3a Market Place
Whitwick
Leics, LE67 5DT

The Community Office is normally open on:

Wednesdays 13:00 – 16:00

Thursdays 10:00 – 13:00

Fridays 10:00 – 13:00

Parish Manager may be available outside these hours by prior appointment.

Phone: 01530 459527

E-mail: clerk@whitwickpc.org
admin@whitwickpc.org

www.whitwickpc.org.uk

Whitwick Park Hall

North Street
Whitwick
Leics, LE67 5HB

For availability please email: bookings@whitwickpc.org



For further information on hire charges and our easy to use Booking Forms see the Website



Information Leaflet



Telephone: 01530 459527



Link to Parish Council Website

ABOUT THE PARISH COUNCIL

Whitwick Parish Council was set up to provide a strong, independent voice for the village (recorded as 'Witewic' in Domesday Book 1086) and to protect its identity from being lost in a 'greater Coalville' urban sprawl. Following a campaign by local people, the District Council carried out a governance review and made an Order on 12 May 2010 to set up the new parish Council.

Whitwick Parish Council held its Inaugural Meeting on 18 May 2011. It can play a vital part in representing the interests of the Whitwick community.

Whitwick is now the second largest parish in North West Leicestershire (after Ashby de la Zouch) and stretches from Whitwick Moor/Gracedieu Road in the north; Brooks Lane/Thornborough Road in the west; Stephenson Way in the south and most of Hall Lane and part of Meadow Lane in the east. It borders on to the existing Charley and Swannington Parish Councils and the unparished areas of Coalville and Thringstone.

YOUR COUNCILLORS

The parish is divided into 4 wards – Broom Leys, Hermitage, Holly Hayes, and Thornborough. A total of 11 councillors represent the different wards. Contact details are available on our [website](#) as well as at the community office. Every 4 years elections are held (organized by North West Leicestershire District Council). Elections and casual vacancies will always be published on our website.

MEETINGS

Parish meetings are often held on the 3rd Thursday of each month (except August) at 7:00 p.m. at Park Hall (off North Street). Members of the public are invited to attend and will have the opportunity to ask questions during their own specific agenda item. AGENDAS AND MINUTES FOR ALL COUNCIL AND COMMITTEE MEETINGS APPEAR ON OUR WEBSITE (see back page for details).

Property Management and General Purposes Committee meetings are currently held on the 1st Thursday on most months. These take place at Park Hall at 7:00 p.m.

Councillors take decisions at meetings and share information that we hope is useful to our local community. You can ask questions, seek support or register your concerns about parish matters. Topics can sometimes be put on future agendas for further consideration.

FINANCE

The Parish Council raises money by issuing a precept each year which is collected on our behalf by the District Council. If you live in a Band D house it costs just over £2.01 per week for parish council services. The Parish Council also receives a small income from hiring out council owned amenities, like Park Hall. Financial information is readily available from the Community Office and all payments are displayed with an agenda on our website each month prior to council approval.

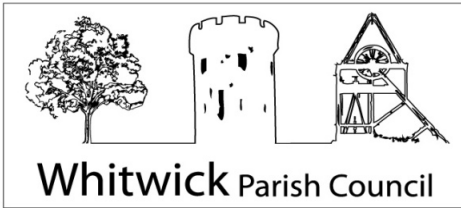
COMMUNITY SUPPORT

The Parish Council has a small fund to make grants of up to £250 for not-for-profit groups based in the Parish, on a first-come, first-served basis. Please allow at least 6 weeks for consideration of your application. Details of how to apply are on the website or available from the Community Office and if your organisation provides benefit to the residents of Whitwick, why not apply?

Some information will be needed to help councillors decide if an award can be given -applications are considered during our monthly meetings.

CHARITIES

Whitwick Park is a King Georges Field charity. Part of this charitable land was transferred to Parsonwood Hill Recreation Ground to enable a site within the Park to be let for construction of the former Whitwick Youth Centre. Trusteeship was later transferred from North West Leicestershire District Council to Whitwick Parish Council in 2014, when Park Hall was refurbished as a community venue. The Parish Council has invested in the park to improve facilities and successfully applied for grant funding to help with this. We do ask that dog waste be bagged and it can then be deposited in any litter bin.



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Website: www.whitwickpc.org.uk

APPLICATION FORM

Whitwick Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form. **Please complete the form in black ink or type.** Return your form by post or email to the address above **on or before the closing date.**

PERSONAL DETAILS

Title and Surname	
First name	
Address	
Postcode	
Preferred telephone number	
Email address	

PREVENTION OF ILLEGAL WORKING

The Parish Council is obliged to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK? **YES/NO**

Are there any restrictions on you living in the UK? **YES/NO**

EDUCATION

Please give details of your education and qualifications, including any currently being taken.

Dates (from/to)	School, College, University, etc	Qualifications (include grades)

Please note that you will be asked to provide evidence of your qualifications at interview

RELEVANT TRAINING COURSES

Please give details of any relevant training you have completed and membership of any professional body

Dates	Body/ Organisation	Details

CURRENT OR MOST RECENT EMPLOYMENT

Please give details of your current or most recent employment

Employer (include address)	From / to	Job Title	Salary

Please provide a brief description of the main duties and responsibilities of your current or most recent job, continue on a separate sheet if necessary.

Please give your minimum notice period?

EMPLOYMENT HISTORY

Please list your previous employment history in chronological order using a separate sheet if necessary and give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and main responsibilities	Reason for Leaving
	From	To		

Do you have any other paid employment that you would wish to continue if you were offered this post? **Yes / No**

If yes, please give details and include hours per week

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RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please say why you are applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. Please use a separate sheet if necessary and/or attach any supporting documents.

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FURTHER INFORMATION

Please give details of your outside interests, hobbies, etc, including any voluntary or unpaid work which you feel will support your application.

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Do you have access to a mobile telephone which can be used in an emergency? **Yes / No**

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. This should include date of conviction and sentence imposed. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

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If you are appointed, the Parish Council may undertake Disclosure and Barring (DBS) checks. Please confirm whether you agree to this. **Yes / No**

REFERENCES

Please give details of two persons who the Council could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name	Name
Job Title	Job Title
Organisation	Organisation
Address	Address
Phone Number	Phone Number
Email address	Email address
If you are shortlisted, may we obtain a reference before interview: Yes / No	If you are shortlisted, may we obtain a reference before interview: Yes / No

References will be obtained and their authenticity checked if you are to be offered the appointment.

CAR DRIVING

Are you a car owner or do you have access to a car? **Yes/ No**

Do you hold a current, full, driving licence? **Yes/ No**

RELATIONSHIPS

Are you, to your knowledge, related to any councillor or staff members of Whitwick Parish Council (details are on our website). If so, please give details:

DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Signed:	Date:
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INTERVIEW ARRANGEMENTS

If you are selected for interview, you will be notified in accordance with the timescale given in the advertisement.

Interviews will be held at Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HA. Parking is available. **If you require any reasonable adjustments to the interview process you are welcome to contact the Parish Manager in confidence.**

If successful, are there any dates in the near future when you are not available to work?

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