



## **WHITWICK PARISH COUNCIL**

### **JOB DESCRIPTION – PARISH MANAGER**

#### **Overall Responsibilities:**

The Parish Manager will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law, of a local authority's Proper Officer. The Parish Manager will be wholly responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Parish Manager is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Parish Manager will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### **Specific Responsibilities:**

1. To be based at and manage the Community Hub/Parish Office
2. To ensure that statutory and all other provisions governing or affecting the running of the Council are adhered to.
3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
4. To ensure that the Council's obligations for Risk Assessments are properly met.
5. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend assemblies of the Parish Meeting and implement the decisions made at the assemblies that are agreed by the Council.
6. To attend all meetings of the Council and following all meetings of its committees and sub- committees prepare minutes for approval.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or, as required, bring such items to the attention of the Council. To issue correspondence because of instructions of, or the known policy of, the Council.

8. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
9. To study reports and other data on activities of the Council and on matters relating to those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
10. To draw up, both on his/her own initiative and/or as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of proposals of specific courses of action.
11. To supervise any other members of Council staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff.
12. To work effectively as a key member of the council's staff team, supporting and engaging with the Deputy Parish Manager and all other Parish staff to create a welcoming working environment.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications for discussion and approval.
14. To act as the representative of the Council as required.
15. To prepare, in accordance with the Council's media policy, press releases about the activities of, or decisions of, the Council.
16. To assist in the recruitment of the Assistant and any other Council staff as required
17. To manage the Parish Councils allotments (from April 2016)
18. To manage the Parish Council's land and property, to include lettings, bookings and events and to manage any associated staff
19. To seek funding and grants from external sources
20. To undertake community engagement, building relationships with individuals and local groups, to develop strategies to benefit the Parish
21. To compile and maintain a directory of local groups and the services they offer, to be used to support groups and individuals and identify any gaps in provision
22. To establish and develop the Parish Council's social media profile

23. To test the need for a Neighbourhood or Parish Plan and to undertake such a plan if so required

24. To oversee the grounds maintenance and parks management service including arranging benchmarking to determine future delivery options
25. To ensure compliance with all health and safety legislation
26. To plan and oversee projects as identified by the Parish Council
27. To manage the charities for which the Parish Council is trustee and submit returns as required
28. Future service delivery – to review options for the Parish Council to take over services from principal authorities; in particular the cemetery and car parks
29. To attend training courses or seminars relating to the work and role of the Parish Manager as required by the Council.
30. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Parish Manager.
31. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
32. To become a member of The Society of Local Council Clerks for which the Council will pay the annual subscription.