



Parish Manager: Cathy Tibbles (PSLCC),
Community Office, 3A Market Place, Whitwick, Leics., LE67 5DT
Tel: 01530 459527

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

October 2021

Thank you for your interest in our **Deputy Parish Manager Vacancy.**

This is a new post and an opportunity for creating a flexible role that may develop naturally as the parish council builds on the past 10 years since it was first created. The Parish Council works together with the community to give us all a better future.

There may be an opportunity for career development for the right candidate who is looking to progress in this interesting, dynamic and challenging first tier of local government. I hope this information provides you with all that you need to know so that you can understand the role that is envisaged.

Your Application Process – please include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to this role

A CV is not required.

I very much look forward to receiving your application before the closing deadline.

Yours sincerely,

Cathy Tibbles

Cathy Tibbles, PSLCC
Parish Manager



Whitwick

Whitwick is a large village and civil parish in Leicestershire with a population in excess of 8,500 people. Whitwick is within North West Leicestershire District Council, which includes over 30 parish councils.

The Council

Whitwick Parish Council was created in 2011 and has 11 councillors representing 4 wards – Broom Leys, Hermitage, Holly Hayes and Thornborough.

Whitwick Parish Council currently operates under the General Power of Competence, having met the criteria required by law to do so.

There are currently 4 staff working for Whitwick Parish Council, led by the Parish Manager who is based in the Community Office in Market Place, Whitwick. The Community Office is currently open on Wednesdays (1 pm – 4 pm) and Thursdays/Fridays from 10 am to 1 pm.

Council meetings are held monthly, normally on the 3rd Thursday of the month. One standing committee also meets monthly, on the 1st Thursday of the month. There are other committees and working parties that meet as required for specific purposes.

Responsibilities

The Parish Council owns 4 buildings in Whitwick and also owns/maintains over 20 public open spaces, 2 allotment sites and 5 playgrounds. This includes Whitwick Park which is a King George V playing field, with playground, skatepark, tennis courts, bowls green and toilets.



WHITWICK PARISH COUNCIL

JOB DESCRIPTION: DEPUTY PARISH MANAGER

22.5 HOURS PER WEEK (potential for additional hours to meet training requirements)

SALARY NJC SCALE Spine Point 25 (£15.37 per hour – pay award pending)

The Deputy Parish Manager will report to the Parish Manager.

Overall Responsibility-

- To support the Parish Manager in fulfilling the statutory duties of the Proper Officer of the Council who has to ensure the services and instructions of the council in connection with its function as a Local Authority are carried out.
- To deputise for the Parish Manager when required, to ensure that statutory and other provisions governing or affecting the running of the Council are observed within parameters of delegated responsibility.

Principle Duties Include -

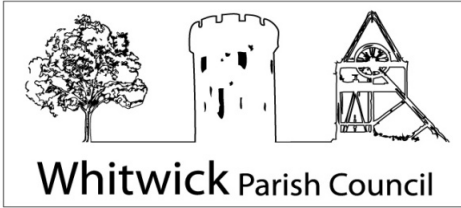
- To prepare agendas and draft minutes for council and committee meetings, attending as required and supporting the Parish Manager when implementing the decisions made.
- To be based at the Community Office and ensure that enquiries from members of the public, councillors, staff and contractors are responded to in a timely manner, whether by telephone, email or personal visit, keeping the Parish Manager aware of relevant information.
- To manage the use of technology and sector specific software for appropriate record keeping, document production and to promote efficient working, including mapping software, local government accounting.
- To receive invoices for goods and services and prepare them for payment authorisation by the Council and to ensure such accounts are met in accordance with internal procedures, audit and VAT regulations.
- To issue invoices on behalf of the Council for goods and services and to ensure payment is received for hire bookings in advance of preparing the monthly booking diary and caretakers rota.
- To prepare, in accordance with the Council's media policy, press releases about the activities of, or decisions of, the Council and routinely administer the website and FB page to update and boost the Parish Council's social media profile.
- To attend training courses or webinars to develop your role of Deputy Parish Manager, undertaking CPD as required and professional qualification(s).
- To assist in the management of the Parish Council's land and property, to include events, allotments, byelaws, maintenance and repairs.
- To be vigilant for funding, grant opportunities and insurance claims, preparing applications if requested.
- To supervise other members of staff, with the agreement of the Parish Manager, during periods of absence and in keeping with the policies of the council, including safe working. To undertake agreed activities in connection with the policies of the council including management of salaries and conditions of employment.
- Training and/or duties as appropriate by instruction of the Parish Manager.

The work in the Community Office is varied according to the council's calendar, priorities and projects. Within the restrictions of a part-time position, it is understood that all aspects of the job will not be undertaken all of the time. The tasks can be unpredictable and wide-ranging and will be dependent upon the postholders' knowledge, experience and future training.

Other Duties Include -

- To engage with community groups when requested, building relationships to develop opportunities for partnership working to benefit the Parish.
- To support the Parish Manager, when requested, in drafting or responding to correspondence or documents on behalf of the Council, taking advice or instruction from specialists as appropriate.
- To support the Parish Manager, when requested, in drawing up reports or proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action, including future service delivery or devolved functions.
- To assist in monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications, including risk assessments and health and safety obligations.
- Be prepared to accompany the Parish Manager when acting as the representative of the Council, or attend on behalf of the Parish Manager if incapacitated.
- To support, plan or oversee projects as identified by the Parish Manager that may include community engagement/improvement initiatives.
- To understand the charitable responsibility for which the Parish Council is trustee and submit returns as required.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Parish Manager.

- **Helping to make Whitwick Village a better place to live, work and visit.**



**Whitwick Community Office, 3a Market Place,
Whitwick, LE67 5DT**

(Tel: 01530 459527/ 07787 588760)

(email: clerk@whitwickpc.org)

Website: www.whitwickpc.org.uk

APPLICATION FOR DEPUTY PARISH MANAGER, WHITWICK PARISH

Closing date: 12 noon on 10th November 2021

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?

Are there any restrictions on you living in the UK?

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

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

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.

FURTHER INFORMATION

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

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.

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:

[Empty box for providing details of relationships]

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 by Friday 12th November 2021. Interviews are being held on Monday 15th November 2021.

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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DEPUTY PARISH MANAGER – PERSON SPECIFICATION

Requirement	Essential	Desirable
Educational qualifications	A good general level of education with a minimum of GCSEs in Maths and English at Grade C/equivalent or above. Introduction to Local Council Administration OR a commitment to obtain within 12 months of appointment (Distance Learning)	NVQ Level 3 and/or 'A' level standard A recognised qualification in local government administration Certificate in Local Council Administration OR a commitment to obtain in due course
Previous work	At least 3 years' experience working in an administrative/supervisory capacity Experience of taking minutes and servicing meetings. Experience of dealing with the public An understanding of health & safety issues Ability to display leadership when required	Experience of public sector administration Recent parish council/local government experience Experience of dealing with elected representatives and staff Experience of office management systems
Skills and knowledge	Ability to understand the legal framework in which the Parish Council operates, including council meetings practices and procedures. Skill in writing minutes to specific sector standard. IT skills enabling use of internet, Office, e-mail, financial records and website development to streamline tasks. Experience of Health and Safety procedures Knowledge of the Members' Code of Conduct that is applicable to parish councillors.	Awareness of setting and managing budgets, including production of reports on financial data Experience of procurement and letting contracts Knowledge of salary processing and pension obligations Ability to problem solve Willingness to positively promote the Parish Council to the wider community
Personal Qualities	Willingness to undertake relevant training and professional development to enhance the role of Deputy Parish Manager Methodical/thorough approach to tasks with commitment to meet set deadlines Excellent interpersonal and written/verbal communication	Good interpersonal skills. Able to deal with a wide range of people in an impartial, diplomatic and professional manner Self reliant and self motivated. Political awareness and understanding of neutrality.
Other	Able to work flexibly as required to attend some evening meetings and civic events Willingness to be involved in the community	Access to or use of a car Willing to undertake Disclosure and Barring Service (DBS) check

A CV is not required.

Interviews will be held on Monday 15th November. To commence work as soon as possible.