



## PERSHORE TOWN COUNCIL

### Job Description

1. **Post Title:** Committee Clerk
2. **Salary Grade:** Scale Point 10 – £13.28 an hour
3. **Hours of Work** 8 hours a week to include evening meetings.
4. **Responsible to:** Town Clerk
5. **Job Purpose:** To support the running of Pershore Town Council Committees and activities.
6. **Key Activities:**
  - To support Pershore Town Council on the delivery of selected Councils meetings
  - Create agendas for selected Committees and Working Groups.
  - Create paper copies where necessary
  - Attend and produce minutes for each meeting
  - Ensure rooms are ready for Committee Meetings and Working Groups including refreshments, AV equipment and microphones
  - Post all Agendas, Minutes, and reports to the Pershore Town Council Website and notice board.
  - To assist with general administration tasks as directed by Town Clerk including filing; photocopying; typing letters, reports, and other forms of record-keeping if necessary.
  - To attend training courses as required.
  - Hours will be flexible but must include selected Committee meetings (usually a Thursday evening from 7pm. Minutes could be done remotely.
  - Location of work to be agreed but between Pershore Town Hall and home.
  - The undertake health and safety duties commensurate with the post and/or as detailed in the Council's Health and Safety policy.
  - To deal with any other matters commensurate with the post which from time to time may be required.
  - The role requires excellent working relationships to be maintained with other members of staff, elected Members, other Councils, local organisations, groups and community members.

#### Other benefits include:

Enrolment into the Local Government Pension Scheme if criteria met

26 days holiday pro rata

*The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.*