

Bourton-on-the-Water Parish Council	
Job Description	
Title of Post	Committee Clerk/Administration Assistant
Location	The George Moore Community Centre, Moore Road, Bourton-on-the-Water, Gloucestershire GL54 2AZ.
Salary	NALC SCP18 £25,419 pa pro rata/£14.21 per hour
Hours	12 hours per week with working hours from Monday to Friday. The postholder would be required to have the flexibility to work on some Monday and Wednesday evenings (average 3-4 per month) to attend committee meetings which start at 6pm or 7pm for approximately 1 hour each. This would be part of the 12 hours per week with the remaining hours split over a Monday, Wednesday and Friday, subject to agreement with the postholder.
Responsible to	Parish Clerk/Responsible Financial Officer
Job Purpose	To support the Village Environment, Highways, Youth and Wellbeing Committees and provide general administration assistance to the Parish Clerk.
Key Responsibilities	To draft agendas and minutes and finalise in consultation with the relevant Committee Chairman and Parish Clerk. Attend committee meetings to provide clerical support and take minutes. Following the meetings to update action lists and carry out actions as agreed by the committees.
	To collate information provided in relation to meeting agendas to create meeting papers, ensuring the requirements of relevant legislation and Council's Standing Orders and Financial Regulations are met.
	To circulate agendas and minutes by email. To provide hard copy agenda packs for councillors where required.
	To carry out such other duties and responsibilities as may be required commensurate with the duties and responsibilities of the post.