



Earby Town Council

Job Description

2026 Assistant Town Clerk

- Job Title:** Assistant Town Clerk
(a non-gender specific position)
- Initial Grade:** National Joint Council for Local Government Services
NJC Scale 24-26 based on skills & experience
(Currently £17.85 - £19.32 per hour)
Reviewable annually, subject to PAYE, NI and Workplace Pension contributions.
- Based at:** The Parish Rooms, Victoria Road, Earby, BB18 6US
- Responsible to:** Town Manager
- Hours:** 16 hours per week, plus additional 3 hours per month for council meeting preparation and attendance.

Job Purpose

To support the Town Manager and the Council in the efficient administration of town council business, including meeting support, correspondence, record keeping, financial administration, public enquiries and project coordination, while helping to ensure that the Council operates lawfully, transparently and effectively for the benefit of the community.

Duties and Responsibilities

This list is provided as an indication of anticipated main duties, it is not an exhaustive list of tasks that will be allocated to the post holder for completion.

1. Provide administrative support to the Town Manager and assist with the day-to-day operation of the Council office.
2. Prepare agendas, reports and supporting papers for council and committee meetings, and assist with the circulation of meeting documents.
3. Attend evening meetings as required, take accurate minutes, and help ensure that actions arising from meetings are recorded and followed up.
4. Deal professionally with correspondence, telephone calls, emails and enquiries from councillors, residents, partner organisations and external agencies.
5. Maintain accurate records, files and registers in line with council policies, legal requirements and data protection obligations.

6. Support financial administration tasks including processing invoices, maintaining basic financial records, preparing information for payments, and assisting with budget monitoring and audit requirements.
7. Assist with the administration of council projects, events, consultations and community initiatives.
8. Update council notices, documents and digital communications as directed, helping to keep information current and accessible.
9. Undertake research and gather information to support reports, funding applications, policy development and council decision-making.
10. Work in accordance with council policies and procedures, including those relating to governance, confidentiality, equality, health and safety, and customer service.
11. Undertake training relevant to the role and carry out other duties reasonably required by the Council consistent with the level of the post.

Skills, Experience and Qualifications

Essential

- Good written and verbal communication skills.
- Strong organisational skills, with the ability to manage competing priorities and meet deadlines.
- Excellent IT skills, including confidence using email, word processing, spreadsheets and online systems.
- Ability to work accurately and maintain clear and reliable records.
- Ability to work effectively as part of a team and independently when required.
- Professional, courteous and confident approach when dealing with the public, councillors and external partners.
- Understanding of the importance of confidentiality, data protection and good governance.
- Willingness to attend evening meetings and undertake relevant training.
- Ability to observe and comply with health and safety requirements relevant to the role.

Desirable

- Experience of local government, parish or community administration.
- Experience of preparing agendas, taking minutes and supporting formal meetings.
- Experience of financial administration or bookkeeping.
- Experience of organising events, projects or community activities.
- Relevant administrative or local council sector qualification, or willingness to work towards one.
- Full UK driving licence.