



RECRUITMENT INFORMATION PACK

MAY 2025

ASSISTANT CLERK

(MATERNITY COVER)

TO

EMERSONS GREEN TOWN COUNCIL

INTRODUCTION

Thank you for responding to the Council's recent advertisement for this post. We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed of assistance in deciding to apply.

The information is arranged as follows:

1. Role of the Assistant Clerk
2. Background to the Council, Information
3. Job Advertisement
4. Job Description & Person Specification
5. Key Terms and Conditions of Employment
6. Application and Selection Process.
7. Application Form

If you would like to apply, please complete the application form (CVs alone will not be acceptable) and submit it by email or print and post by **12 noon on Friday 13th of June 2025** to the email / postal address at the bottom of this page.

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, or you would like an informal discussion on the role, please contact Jo Bryant via the details below.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application, or attending for interview, please let us know.

Contact: Joanne Bryant/Jane Wray, Emersons Green Town Council
198 Westerleigh Road, Emersons Green, Bristol BS16 7AN

Email: clerk@emersonsgreen-tc.gov.uk

Telephone: 0117 302 6989

THE ROLE OF THE ASSISTANT CLERK TO EMERSONS GREEN TOWN COUNCIL

Why Become an Assistant Clerk?

Becoming an Assistant Clerk to a Town Council is a rewarding role in a local community - a competent Assistant Clerk has the opportunity, working with colleagues, to contribute to and really make a difference to the well-being of the area within which the Council operates.

The role of the Assistant Clerk at Emersons Green TC will be to support, work with, and advise the elected Councillors and the Deputy Town Clerk with all matters financial relating to the Council and to ensure that the Council conducts its business properly, providing independent, objective, and professional advice and support as required. The role is very much at the heart of all that is happening within the Council and its activities are very varied.

What does the Assistant Clerk to the Council do?

The enclosed job description lists the duties in more detail, but the main duties of the job can be summarised as to:

- Working alongside, and reporting to, a senior member of the management team, to deliver the Council's strategic plan and meet its obligations.
- To support a senior member of the management team in various workstreams that the Council is delivering.
- To offer additional administrative support to the Council office to include research and development.
- To support the administrative duties of the finance process, environmental services and community caretaking responsibilities and support the development of youth services.
- Keep up to date by undertaking required training/qualifications.
- Ensure the Council maintains compliance in its operation.

Skills and Attributes Needed

The Assistant Clerk should pride themselves in having a good deal of common sense, confidence to handle the administrative work, be a good organiser, be able to think strategically, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community and enhancing the place.

ABOUT EMERSONS GREEN

Emersons Green is a satellite town on the fringes of Bristol in South Gloucestershire, located at the confluence of the B4465 (coming in from the east on the Westerleigh Rd) and A4174 (coming in from the south), around 7 miles northeast of Bristol. The population of the Parish area is around 17,500.

The town is urban in nature but has good access to open space all around it. It was developed from farming land during the 1990s and early 21st century and sits within the historic parish of Mangotsfield.

Coal was mined from the area during the 19th century and to the south there is a quarry, which has been reactivated.

A science and technology park, built and developed in conjunction with Bristol University and the University of the West of England, named Bristol & Bath Science Park, has been built on an area of land adjacent to the M4 motorway close-by at a cost of £300m. Commenced in early 2010, it was opened in September 2011 and now provides around 6,000 jobs within the science and technology sector.

Getting To Emersons Green:

By Road- Emersons Green has good road links, located just off the M4 motorway at the junction with the A4174, on the outer fringe of Bristol.

By Rail-There are excellent rail connections to most parts of the UK from the mainline stations within nearby Bristol, giving good access to central London in around an hour and a quarter, and with several services each hour.

By Bus & Coach - Emersons Green has the usual bus connections and routes within, and national coaches can also be accessed from nearby Bristol.

EMERSONS GREEN TOWN COUNCIL

Emersons Green was until 1927 a hamlet in the civil parish of Mangotsfield. The parish was renamed Emersons Green Town Council in 2015 and enlarged by the addition of areas of the civil parishes of Pucklechurch and Westerleigh.

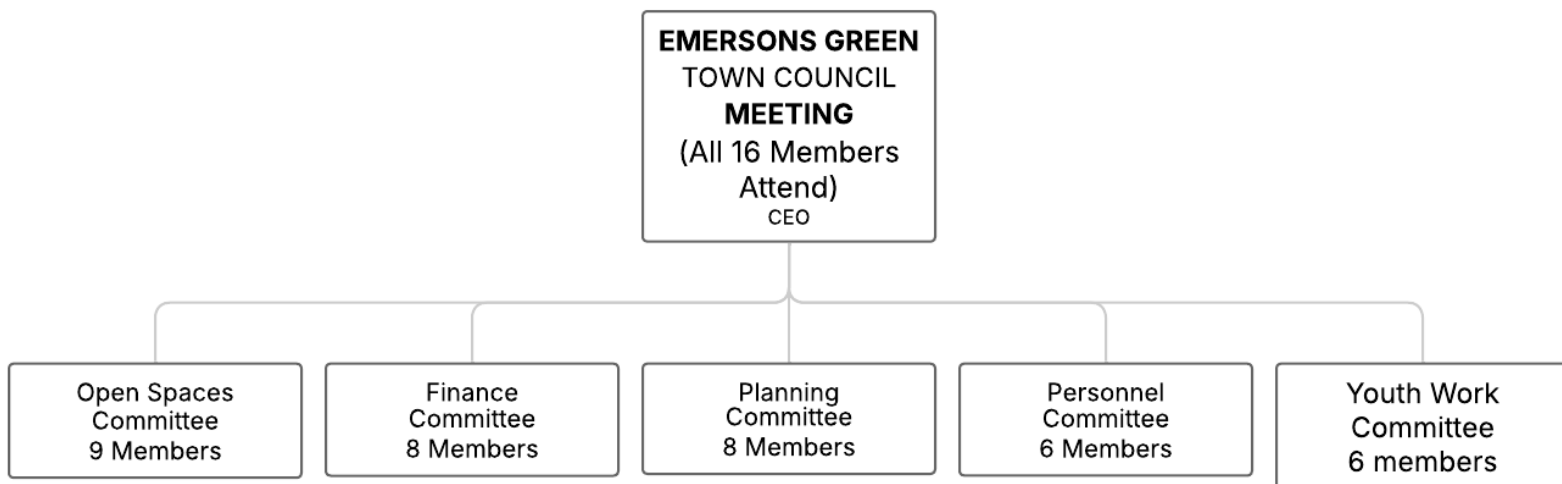
The parish has four wards: Badminton, Blackhorse, Pomphrey (3 Councillors each) and Emersons Green itself (7 councillors).

The boundaries of the parish were adjusted to take in the housing development at Lyde Green more recently, along with the Science Park.

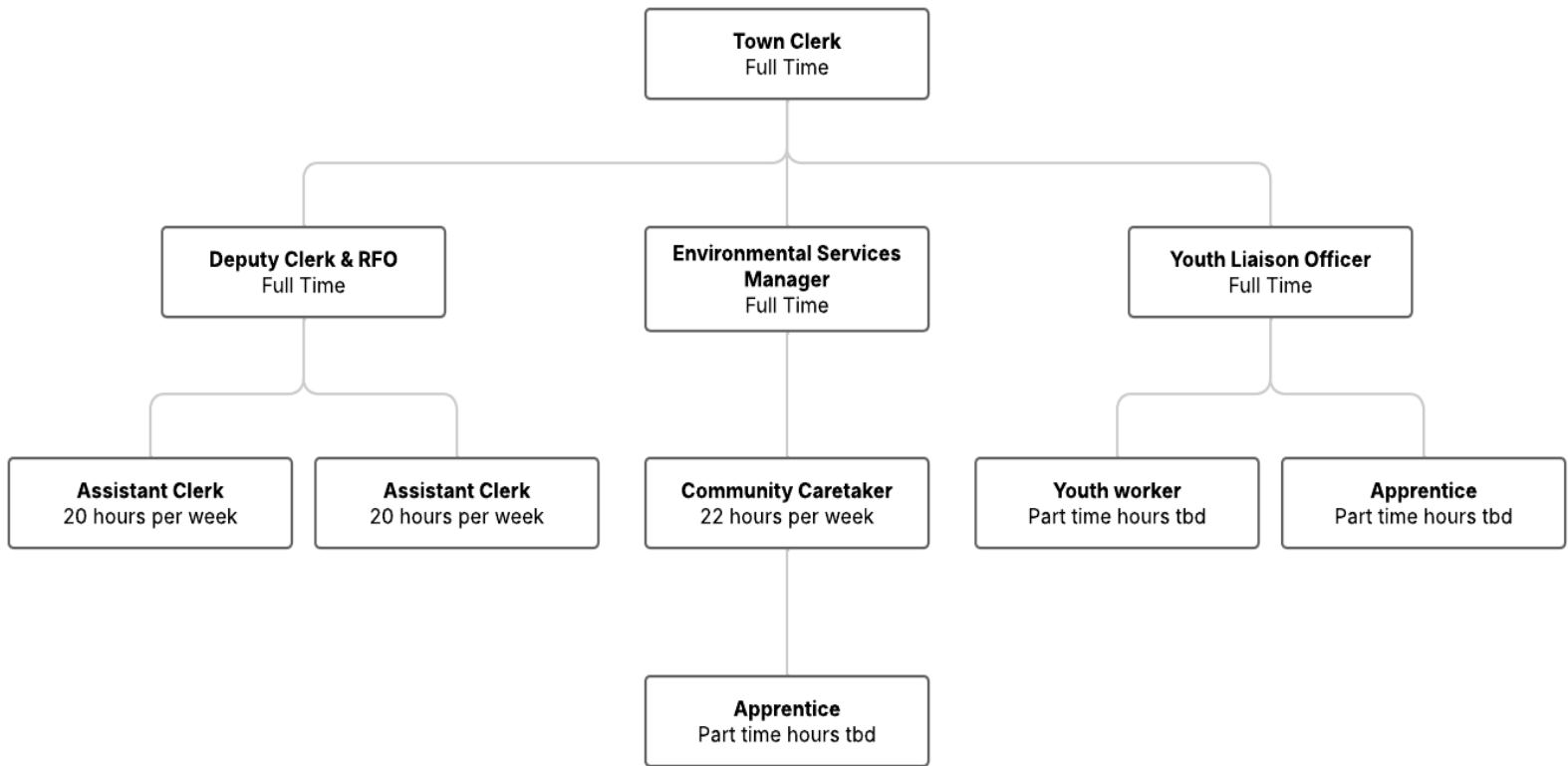
The Council now has a population of around 17,500, represented by 8 Councillors currently. The Council's budget for 2024/25 is just over £585,000, excluding a considerable sum set aside for planned projects. The Council currently employs 5 staff members but has a proposed structure which will have 8 staff members, including an apprentice. The Council is aspirational and has an ambitious programme of projects and growth planned.

EMERSONS GREEN TOWN COUNCIL COMMITTEE STRUCTURE:

PLEASE NOTE: In addition to this are Working Groups which operate on as and when basis.



EMERSONS GREEN TOWN COUNCIL STAFF STRUCTURE (PROPOSED):



NOTES:

- The staff structure shown above is that which the Council is moving towards having in place.
- This role is in addition to the structure shown above to provide maternity cover for an Assistant Clerk



**Recruitment of Assistant Clerk (Maternity Cover)
Emersons Green Town Council**

**Salary Scale: NJC LC 1 (SCP 7 – 12) FTE (currently £25,584 - £27,711 per annum)
10 hours per week, Pro-rata (£6,914.60 - £7,489.60)
(depending on experience and qualifications),**

Plus - Local Government Pension Scheme available, and Free Parking.

Emersons Green Town Council is seeking to appoint an enthusiastic, proactive part-time Assistant Clerk to join a small team of staff at a really forward thinking, aspirational local Council. The Assistant Clerk will have responsibility for professional management of day-to-day activities of the Council and other tasks as required. This role is a temporary rolling position to provide maternity cover and would be well suited to a school leaver or return to work parent.

The Council has a Strategic Plan which was originally adopted in 2021 and is set to be refreshed this year. The Town Council has met a number of its original aims and objectives and continues, as a part of its vision for the Town, to drive an ambitious programme of growth, with aspirations to ensure the very best services and facilities are provided for its residents and visitors. There are a number of projects which the Council wishes to undertake and complete as soon as possible.

The Assistant Clerk will have a key role in supporting and assisting with delivering these aims and objectives. The post holder will be a key component in ensuring that this aspirational Council meets its stated aims and objectives within the Town.

Applicants must be able to demonstrate that they have relevant experience - a track record service achievement and innovation would be beneficial, as well as be motivated, community focused, and possess sound IT, communication and organisational skills.

Candidates should ideally have a knowledge of local government, but this is not essential. Occasional attendance at evening meetings and weekend events may be required, for which time off in lieu will be granted.

Emersons Green Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

The closing date for the receipt of applications is 12 Noon on Friday 13th June 2025.

Starting Date – as soon as possible.

JOB DESCRIPTION

Emersons Green Town Council - Assistant Clerk

Job Grade:	SCP Range 7-12
Contracted Hours:	10 hours per week
Responsible to:	A member of the SLT
Based at:	EGTC Offices, 198 Westerleigh Road, Emersons Green BS16 7AN
Car User:	Casual use only
Job Description date:	May 2025
Annual Leave:	As per NJC guidelines
Enhanced DBS Check (CRB):	Yes

Main purpose of Role

1. To deliver towards the Council's community focus and commitment.
2. To support the Town Clerk and other Officers in the workstreams that they deliver.
3. To provide administrative support for the Council office.

Duties and Responsibilities

1. Provide relevant information, support, and guidance to councillors and meetings, both formal and informal, as needed.
2. Build and maintain positive working relationships with other organisations to support the Council's strategy.
3. Ensure compliance with all financial laws, regulations, and policies.
4. Prepare and provide information and reports needed for agendas and meetings.
5. Support the safe, efficient, and timely running of Council Offices and Services, following best value and best practice, and report any issues to the Deputy Town Clerk.
6. Follow health and safety requirements and assist staff and councillors as needed.
7. Seek external funding, as directed by the Town Clerk, to support the Council's strategy.
8. Carry out any other Council business as directed by the Town Clerk.

Civic and Community

1. To act as the first point of contact for community members and other organisations to answer questions and provide signposting to appropriate sources of help, receive, and respond to complaints, and provide encouragement to engage with the Council.

General Duties

1. Assist visitors to the Office including in relation to the public inspection of records
2. To maintain the Council's website.
3. To deliver the Council's agreed systems with regard to ensuring compliance with GDPR and Data Protection regulation.
4. To provide office cover for absent staff as appropriate.
5. To undertake administration duties with regard to Agendas, Minutes, and Reports Committees as directed.

Personal Duties

1. To have responsibility and due regard for own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of Council without any delay of any matter that cannot be risk reduced through control measures.

Note: This job description outlines the main duties and responsibilities of the post and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

**EMERSONS GREEN TOWN COUNCIL
TEMPORARY ASSISTANT CLERK - PERSON SPECIFICATION**

Experience	<ul style="list-style-type: none"> • General office management experience • Use of Microsoft packages desired
Qualifications	<ul style="list-style-type: none"> • Minimum: Good literacy and numeracy skills
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of administrative procedures • Basic knowledge of using office equipment (printers, copiers, scanners). • Willingness to learn
Skills	<ul style="list-style-type: none"> • Computer literate with knowledge of Microsoft Office as a minimum. • Demonstrate a good command of the English language. • Be able to prepare and present reports and information to others in a clearly and concise and understandable manner. • Ability to speak clearly and effectively. • Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals. • Ability to positively develop partnership working.
Organisation	<ul style="list-style-type: none"> • Ability to manage time and tasks effectively under pressure. • Capable of prioritising workload and meeting deadlines. • Work effectively in a team environment • Establish and maintain a good working relationship with colleagues
Investigation	<ul style="list-style-type: none"> • Undertake research effectively. • Assimilate information clearly and quickly. • Act with initiative and imagination when circumstances demand. • The ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health & Safety legislation
Representation	<ul style="list-style-type: none"> • Represent the Town Council on occasions. • Exercise tact, diplomacy, and discretion. • Deal confidently and sympathetically with Councillors, members of the public, other staff • Politically impartial, operates with consistency and integrity.
Personal Qualities	<ul style="list-style-type: none"> • Proactive, enthusiastic, professional commitment to public service delivery and outcomes for residents • Attention to detail, accuracy in data entry, filing and document preparation • Innovative & meet new challenges imaginatively. • Sensitive to others & Diplomatic • Self-motivated & Self-reliant • Be adaptable and able to respond to changing demands/circumstances. • Undertake other tasks as required by a member of the SLT
Local Government Law and Procedures (not essential but beneficial)	<ul style="list-style-type: none"> • Ideally to possess a knowledge of local government law, procedures, functions, and structures, but not essential. • Be experienced in the application of best value principles and actions.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

1. General

- 1.1. The terms and conditions of employment are partially in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.
- 1.2. This Statement outlines the key elements contained within the Contract of Employment. Please note that this statement is for guidance purposes only and is not exhaustive or as comprehensive as the main Contract of Employment document which will form part of the contract with Emersons Green Town Council if appointed.
- 1.3. Your employment under this contract is to cover for maternity leave. It will begin on *[insert date when these terms commence]* and will continue, subject to the remaining terms of this agreement, until it ends on or around *[insert end date]* when the person you are covering for is due to return to work. You will receive the notice set out in the Notice Clause below.
- 1.4. Please note that your contract will not automatically renew if the person on maternity leave decides not to return to work or returns on a part time basis. We reserve the right to review the continuation and duties of the post and / or test the market at that time].
- 1.5. Your period of continuous service for statutory employment rights dates from your commencement with Emersons Green Town Council on (TBC)
- 1.6. If you have previous continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) order (which covers local authorities and related bodies) this will be included in calculating your entitlement to a redundancy payment, sickness allowance and annual leave.
- 1.7. In this case, your date of continuous service is (TBC)
- 1.8. You are employed as the Assistant Clerk and your duties will be as outlined within the job description for the role. Your duties may be modified from time to time to suit the needs of the business.

2. Salary

- 2.1. The salary is set as per the NJC (National Joint Council) agreed structure, currently set at grade SCP 7.

3. Working Week

- 3.1. The normal working week for this post is 10 hours per week. Flexible Working is in operation.
- 3.2. Days of work are subject to final agreement. The office hours are Monday to Friday 9am to 5pm. In addition, attendance may be required at occasional evening or weekend meetings and functions for which time off in lieu is granted.

4. Annual Leave

- 4.1. Your paid leave entitlement is set out in your contract of employment. The basic entitlement for a full-time employee is 24 days p/a, plus 8 Bank Holidays plus 2 additional statutory days, all pro-rata, to be taken over the Christmas period. For further details please refer to the Council's Annual Leave policy, available via the Council's website.

5. Pension

- 5.1. You will automatically be enrolled as a member of the Local Government Pension Scheme unless you choose to opt out. The rate of contribution for the LGPS, based on full time pensionable pay is 6.5%.

6. Probation

- 6.1. You will be subject to a 6-month probationary period which will be reviewed after 6 weeks, 3 months and 5 months & 2 weeks.
- 6.2. As this is a temporary position to provide maternity cover, the probationary period does not imply continuation of employment beyond the fixed term, which will end upon the return of the postholder or at the conclusion of the agreed cover period, whichever is sooner.

7. Code of Conduct and Staff Handbook

- 7.1. Emersons Green Town Council will abide by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook will be made available as soon as possible after appointment.

8. Pay Method

- 8.1. Salary will be paid on the final day of each month, directly by credit transfer to a bank or building society.

9. Salary Review

- 9.1. The salary is subject to any revisions agreed by the NJC nationally, along with any increment increases which may, or may not be applicable and which are usually effective from 1 April each year.

10. Work Location

- 10.1. Emersons Green Town Council Offices, 198 Westerleigh Road, Emersons Green, Bristol, BS16 7AN, with rare attendance at other locations as required and when necessary.

11. Expenses

- 11.1. Car mileage allowance is payable in accordance with the casual user provisions in the Council's policy.

12. Other Terms

- 12.1. All staff are required to operate within the Council's code of practice on confidentiality.
- 12.2. Smoking, including the use of e-cigarettes or vaping devices, is strictly prohibited in all Council buildings, vehicles, and any area designated as a smoke-free zone, in accordance with current legislation and Council policy. Employees may only smoke in designated areas during official break times.
- 12.3. The use of electronic personal devices (such as mobile phones, tablets, and smartwatches) during working hours should be kept to a minimum and must not interfere with work duties or distract colleagues. Personal devices must not be used to access or store any Council data or information unless expressly authorised. The Council reserves the right to monitor and manage the use of electronic devices to ensure productivity and data protection compliance.
- 12.4. Failure to adhere to this policy may result in disciplinary action.

13. Notice Period

- 13.1. After completion of the probationary period, 1 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice of termination of your employment which you are entitled to receive from the Council in writing, after completion of any probationary service, period is three months.
- 13.2. This is a temporary position to provide maternity cover. The contract will terminate automatically upon the return of the substantive postholder or at the end of the agreed cover period, whichever is earlier.
- 13.3. Either party may terminate this contract by giving one month's written notice. During the probationary period, the required notice is one week per month's service.
- 13.4. The Council reserves the right to make a payment in lieu of notice.