

Sunningdale Parish Council

Sunningdale is a large parish within the Royal Borough of Windsor and Maidenhead (RBWM) with a population of 5016 people. Sunningdale lies to the south of the Borough, along the A30 London road and with immediate access to the next Borough of Surrey. With a main line train station, the village is home to a high population of London workers who commute daily along with a significant number of retirees who live in retirement developments.

The Council

Sunningdale Parish Council has been in operation since 1894 and is, since 1996, situated in single ward of RBWM and has 10 council members. The last election took place in 2019 with 8 elected council members and 2 co-options.

Responsibilities

The Parish Council owns, operates, and maintains several properties, sports areas and assets within the village including:

- Broomhall Lane Recreation Ground which includes.
 - a large open field area
 - under 12s fenced playground
 - teen scene over 13s play equipment
 - a green gym
 - a refreshment chalet
 - 3 outdoor, floodlight LTA tennis courts
 - free car parking
 - toilets for park users
 - location and support of the RBWM Mobile library
 - flagpole
- The Pavilion situated on the Recreation Ground which includes.
 - the parish offices
 - the community room for hire
 - a 3 or 4 bedroom flat associated with the ground's management.
- TPO Woodland with footpaths on Broomhall Lane
- Sunningdale Village Hall
- managing trustees of the Charity
- Kiln Lane Cemetery
- Church Road Allotment gardens totally 67 plots
- The War Memorial
- The Jubilee Clock and memorial bench
- A variety of planters, raised beds, grassed areas, benches, and bus shelters along with Christmas Lights.

Parish Council Meetings and Committees

The parish council meets on the first or second Tuesday of the month for at least 11 months of the year. Additional meetings are held on an ad hoc basis.

The council also fulfills the responsibility of a commenting authority for planning applications within the parish and the planning committee meets monthly with additional meetings as required for larger developments. Most years, the planning committee reviews and comments on over 200 applications of varying sizes.

The council also has an Operations Committee who are responsible for overseeing the operational management of the council and a Finance Committee who oversee the financial management along with proposing the annual budget and precept.

Parish Council Office Opening Times

The parish office is open from 9am to 3pm on Monday, Tuesday, Thursday, and Friday and closed on a Wednesday. Appointments are required during this period of restriction, however under normal circumstances the office is open to all callers.

Parish Council in COVID-19 lockdown

During the pandemic, the parish council has conducted its meetings virtually via the zoom platform and apart from an initial period when meetings were paused, has continued to follow the annual schedule of meetings.

The parish office has been closed and all employees have been based from home with travel to site only for specific requirements such as funerals, allotment enquiries, day to day maintenance requirements and ongoing health and safety management of the council facilities.

It is intended this role will commence once national restrictions have been reduced and will continue in the COVID secure working environment which has been created in the parish office. However, home working may once again be required for future restrictions.



SUNNINGDALE

PARISH COUNCIL

The Pavilion, Broomhall Lane, Sunningdale SL5 0QS

JOB VACANCY

- 30 hours per week (Flexibility is required)
- The salary point for this role is LC 20 **£13.51 per hour** and FTE of £25,991.
- Rising to LC 21 £13.78 and FTE of £26,511 on successful completion of a 6-month probation.
- 22 days annual leave and an employer contributory pension scheme.

Sunningdale Parish Council is seeking to employ a Deputy Clerk for **30 hours per week** to join the parish team who actively support the council members to make a positive change to our parish. The council is looking for an individual who can work with the Clerk, Proper and Responsible Financial Officer to support the efficient running of the day-to-day business and engagement with the residents, businesses, and other organisations.

The successful candidate will be a friendly, enthusiastic, energetic, and confident individual who will also have demonstrable capability of:

- working effectively with members of the public, volunteers, elected members, and third-party organisations
- is highly proficient with the use of Office 365 suite of software.
- has experience of writing and updating websites using content management systems.
- proficient at social media posting.
- flexibility to attend evening meetings as required to cover the clerk and meeting with organisations requiring travel.
- is accurate, well organised, and motivated to achieve deadlines.
- has the ability to deputise for the Clerk in public roles as required.
- enjoys a fast moving, changing environment.

The role is based at the council office, which is currently a COVID secure venue, however home working is also available for some of the hours employed once the successful applicant has completed an induction process. It is intended that this role will commence once the national restriction has been removed with face-to-face interviews anticipated in late March/early April 2021.

In line with all council employees, the successful applicant will also be expected to participate in training for aspects of the role and to work towards obtaining CiLCA (Certificate in Local Council Administration) once they have completed the 6 months probationary period.

For more information, please contact Ruth Davies, Clerk to the Council via phone or email.

The closing date for return of applications is 21 May 2021 with interviews to be held at the end of May with the role commencing no later than 1 July 2021.

Please download an application pack from the council website www.sunningdale-pc.org.uk/vacancies or call 01344 874268 / email: clerk@sunningdaleparish.org.uk to request an application pack.

Job Description and Person Specification

Responsibilities of the Deputy Clerk

Be an Officer of the Council with the purpose of assisting, supporting, and deputizing, when required, for the parish clerk in all aspects of the day-to-day management and operation of council services and resources.

Take responsibility for supporting the Planning Committee to include:

- issuing agendas and taking minutes of the meetings
- submitting council comments to the planning authority
- maintaining a database of planning applications reviewed by the committee, comments made, decisions reached by the planning authority and the CIL (Community Infrastructure Levy) associated with the application.
- supporting the co-chairs of planning in the layout and presentation of planning letters and meeting presentations as required

Take responsibility for the management of the council facilities based at the Recreation Ground to include:

- actively marketing the LTA tennis courts, liaising with coaches and members to increase the community use of the courts.
- ensuring the LTA health and wellbeing requirements are complied with for the tennis courts.
- actively marketing the venues for hire such as the Community Room and Refreshment Chalet, issuing invoices, updating hire agreements to include terms and conditions, complying with health and safety requirements
- ensure relevant fire, electrical, safety etc. annual inspections are carried out and certificates received.

Take responsibility for maintaining and updating the Parish Council website and all social media to include:

- ensuring the website posting comply with WCAG 2.1 accessibility regulations.
- writing new articles and news items communicating the work being carried out by the council.
- presenting the council in all communication in a constructive, appropriate, and professional manner
- to use the website and social media to increase the communication with residents, business, and third-party organisations.

Lead in writing the monthly parish news items and look at ways in which communication can be improved with residents either by e-shots, direct emails, or other methods.

Ensure the council risk assessments are properly met for their areas of responsibility.

Support the Clerk in maintaining and monitoring all systems and records relating to the Council's management of assets, including buildings, public open spaces, and public monuments.

In the absence of the Clerk to supervise staff members and manage the day-to-day running of the Council offices and act as the representative of the Council where required.

Attend training courses or seminars on the work and role of the Clerk and Council as required.

Participate in the annual appraisal scheme.

Acquire the necessary professional knowledge require for the efficient management of the affairs of the Council; membership of The Society of Local Council Clerks is suggested.

Undertake any other reasonable tasks as directed by the line manager.

Person Specification

	Essential	Desirable	Qualifications
Education	<p>Good general education with a minimum of 2 "A" levels or equivalent.</p> <p>GCSE's to include English and Maths Grade B above or equivalent.</p>	<p>ILCA – Introduction to Local Council Administration Certificate.</p>	<p>Desirable – Degree in Business, Sports Management, Marketing or Communications</p>
Previous Work	<p>Minimum of 5 years office management and administration, including application of personnel procedures.</p> <p>An understanding of budget setting and financial control.</p> <p>Experience of working with volunteers or as a volunteer.</p>	<p>Public relations post holder.</p> <p>Post holder in local government.</p> <p>Experience of planning control and national planning guidelines.</p> <p>Understanding of the 3 tiers of local government and the role of the parish/town council.</p> <p>Setting formal agendas and minute taking.</p>	<p>Marketing and PR.</p> <p>Sports management.</p> <p>Attendance at recognized administration courses and personnel management.</p>
Skills and Knowledge	<p>Ability to create and manage own workload in an environment of changing priorities and organizational changes.</p> <p>Good report writing.</p> <p>Supporting and constructive communication with all individuals.</p> <p>Flexible team player with good interpersonal skills who can promote high levels of commitment from others and achieve results including through external partners.</p> <p>Proficient in standard IT packages and able to problem solve independently when IT issues arise.</p> <p>Excellent communication skills, both written and oral.</p>	<p>Working knowledge of local government administration, process, and law.</p> <p>Working knowledge of employment law, health and safety regulations, welfare rules and insurance.</p> <p>Website creation experience.</p> <p>Experience of using SAGE or other online accounting software to manage budgets.</p> <p>Project or service management experience.</p>	<p>Local Government qualification – detailed above.</p> <p>SAGE.</p> <p>WordPress.</p> <p>Prince, ITIL.</p>

	Essential	Desirable	Qualifications
Personal Qualities	<p>Proven ability to manage a varied and diverse working environment, demonstrating achievement of personal and organizational strategies and plans.</p> <p>Ability to deal with a wide range of people and enquiries in a diplomatic and professional manner.</p> <p>Flexibility of approach, open to change and to bring innovative ways of working forward.</p> <p>Commitment to upholding the council employment standards to include equal opportunities, diversity, and dignity at work.</p> <p>Ability to work alone or as a member of a team.</p> <p>A completer of tasks in a busy office environment whilst managing time effectively.</p> <p>Confident and able to deal with pressure.</p>	<p>Ability to generate ideas that are well thought out and do not impact on other areas.</p> <p>To research and consider new strategies culminating in the preparation of a proposal or report to be considered by others.</p>	<p>Business management skills such as:</p> <p>Time Management</p> <p>Communication</p> <p>Leadership</p> <p>Assertiveness</p> <p>Emotional Resilience</p>
Other	<p>Ability to attend evening meetings (scheduled as one per month for planning) and willingness to work at other times as events require.</p> <p>Access to use of car.</p>		Full driving licence.