



**South Willesborough and Newtown Community Council**

Trade Unit 8

Invicta Business Centre

Monument Way

Ashford

KENT

TN24 0HB

Website [www.southwillesboroughnewtown-cc.gov.uk](http://www.southwillesboroughnewtown-cc.gov.uk)

Email [clerk@southwillesboroughnewtown-cc.gov.uk](mailto:clerk@southwillesboroughnewtown-cc.gov.uk)

Telephone **01233 528933**

## **JOB DESCRIPTION**

**ROLE TITLE:** Deputy Community Council Clerk and Allotments Officer

**REPORTS TO:** Community Council Manager (CCM)

**DATE:** Approved Staffing Committee 7<sup>th</sup> Oct 2025

### **JOB PURPOSE:**

To support the Community Council Manager in delivering all administrative, operational, and statutory functions of the Community Council, ensuring effective service continuity across allotments management, communications, health and safety, HR, and general council operations. The role is essential for maintaining community engagement, fulfilling compliance obligations, and ensuring smooth council administration, particularly in the absence of the Community Council Manager.

### **DIMENSIONS:**

- Financial: Supports financial reporting and procurement processes; no direct budget-holding responsibility.

- Staff: No direct line management responsibilities. Works collaboratively with the Community Council Manager, Public Spaces Enhancement Officer, Councillors, and external contractors.

- Other: Oversees administration of up to 92 allotment plots  
Maintains communication channels reaching 3268 residents  
Supports health and safety compliance across all council assets and activities

### **PRINCIPAL ACCOUNTABILITIES:**

- **Allotments Management:**
  - Administer tenancy agreements, renewals, and waiting lists
  - Liaise with plot holders and contractors
  - Monitor site conditions with the Public Spaces Enhancement Officer to ensure compliance with council policies
  - Maintain accurate records and respond to allotment-related enquiries
- **Communications:**



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- Update the Community Council website and Facebook page
- Draft and circulate newsletters, press releases, and notices
- Assist with correspondence and public engagement
- Support the Community Engagement and Events of the Council as needed
  
- **Health and Safety:**
  - Maintain and update risk assessments for council assets and activities
  - Monitor incident logs and report near misses
  - Ensure compliance with HSE guidance and council policies
  - Promote and support safe working practices for staff, contractors, and volunteers
  
- **Council Support Duties:**
  - Attend full Community Council meetings in the absence of the CCM and present reports as delegated
  - Assist with preparing agendas, reports, minutes, and supporting papers
  - Take minutes when required, in the absence of the CCM
  - Support Council events and community activities
  - Procure quotes as directed by the CCM
  - Respond to correspondence as directed by the CCM
  
- **Human Resources (HR):**
  - Provide administrative support to the CCM and Chair of the Staffing Committee
  - Maintain and update staff files and the Staff Handbook
  - Monitor and report on annual leave, training, and sickness records
  - Periodically review HR policies and schedule updates for the Staffing Committee
  
- **Training & Development:**
  - Attend training courses and seminars relevant to the role
  - Stay informed of changes in local government procedures and best practice
  
- **Miscellaneous:**
  - Carry out any other duties reasonably required by the Community Council Manager or the Council



## CONTEXT:

### **Operating Environment:**

The Community Council delivers a range of local services including allotments, events, and public communications, managed by a small team with both statutory and public-facing responsibilities. The Deputy Clerk must operate flexibly within this environment to maintain efficient, compliant, and responsive council services.

### **Framework & Boundaries:**

Governed by council policies, standing orders, financial regulations, and statutory requirements. The role must comply with GDPR, HSE guidance, and NJC terms and conditions at all times.

### **Organisation:**

Reports directly to the Community Council Manager. Works closely with councillors, officers, and a range of external stakeholders.

## RELATIONSHIPS:

### **- Internal:**

Reports to the Community Council Manager (receives direction, oversight, and delegation)

Works with the Community Council Manager, other council officers, and councillors

Guides volunteers or contractors on specific tasks, where necessary

### **- External:**

Liaises with allotment holders, contractors, suppliers

Engages with residents, community groups, Borough/County Councils, HR, HSE, training and legal providers

## KNOWLEDGE & EXPERIENCE:

- Experience in local government administration or community services
- Strong written and verbal communication skills
- Familiarity with website and social media management
- Understanding of health and safety principles and record-keeping
- Basic financial awareness and HR administration experience
- Ability to work independently, prioritise, and manage a diverse workload

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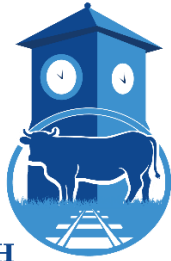
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**SOUTH  
WILLESBOROUGH  
and NEWTOWN  
COMMUNITY COUNCIL**

**JOB CHALLENGE:**

- Balancing diverse responsibilities across allotments, communications, compliance, HR, and Council support
- Maintaining accuracy and timeliness in public-facing communications
- Ensuring health and safety standards are consistently met across varied council assets and activities
- Providing continuity and support during periods of staff absence or increased workload

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