

Wilton Town Council
Job Description



Job Title	Assistant Town Clerk	Grade	SCP 13 - 17 Full-time equivalent £29,604 - £31,022 Pro-rata £19,202 - £20,122
Section		Hrs	24 hours per week
Reporting To	Town Clerk	Working Pattern	To be arranged

Core Purpose

The Assistant Town Clerk supports the Town Clerk in delivering the Council's statutory duties, services, and community initiatives. This role is vital in ensuring the smooth operation of Council meetings, communications, financial procedures, and project delivery. The post-holder will be proactive, organised, and committed to the Council's vision of serving the community with excellence.

Main Duties

- Assist in the preparation and distribution of agendas, minutes, and reports for Council and committee meetings.
- Attend meetings and take minutes as and when required.
- Support the Town Clerk in implementing Council decisions and monitoring progress.
- Maintain accurate records and filing systems, both digital and paper-based.
- Assist with financial administration, including processing invoices, monitoring budgets, and preparing reports.
- Support the development and delivery of community projects and events including the design work of all external comms using Canva and/ or inDesign.
- Liaise with Councillors, members of the public, contractors, and partner organisations.
- Maintain and update the Council's website and social media platforms.
- Respond to enquiries from the public and stakeholders in a professional and timely manner.
- Assist in the preparation of grant applications and funding bids.
- Ensure compliance with relevant legislation, policies, and procedures.
- Deputise for the Town Clerk when required.

Dimensions

- Expected to work independently and use initiative within Council policy.
- Contribute to service development and continuous improvement culture.
- Maintain confidentiality, integrity and impartiality at all times.
- Promote a positive image of the Council and its services within the community.

Supervision and Work Planning

Works under the direct supervision of the Town Clerk.

May supervise volunteers or temporary staff during events or projects.

Contacts

- Members of the public
- Community and volunteer groups
- Contractors and suppliers
- Partner organisations

Working Environment

Office-based with occasional site visits and attendance at evening meetings or events.

May deal with sensitive or challenging situations involving members of the public.

Special Notes or Conditions

- May be required to work flexible hours including evenings and weekends.
- Must be able to travel as required.
- Required to attend training and development sessions.

Person Specification

Criteria	Essential	Desirable
Qualifications	Educated to GCSE level or equivalent	ILCA or CiLCA qualification
Experience	Administrative experience; minute-taking; working with the public	Experience in a Local Council setting; project management; grant applications
Technical Skills	Strong IT skills (MS365, social media); report writing; time management, Canva and/or InDesign	Knowledge of Local Council statutory duties; experience with Scribe Accounting
Personal Skills	Excellent communication; proactive attitude; ability to work independently and as part of a team and excellent attention to detail	Creative thinking; ability to anticipate future needs
Special Requirements	Flexible working hours; ability to travel locally	Experience supporting community events

