



Assistant Clerk – Guidance for applicants

Your application should include the following:

- A completed applicant information form. Your statement should describe how you meet the criteria set out in the job description and your relevant experience.
- An up-to-date copy of your CV.

Your statement is the most important part of your application. If there is a high volume of applications, the Conservators' selection panel will shortlist the candidates who have best demonstrated that they have the required skills and experience set out in the job description.

To help us understand your suitability for the role, you should provide examples of experience and specific situations where you have used the required skills and explain how you did so.

Completed applications should be sent by email to clerk@bansteadcommonsconservators.co.uk by Monday 20 November 2023. All applications will receive a confirmation of receipt email, so please check your inbox for this. Interviews will be held on Monday 27 November.

If you have any questions or queries about the position, please email clerk@bansteadcommonsconservators.co.uk or call Lucy Shea on 07919 251 512.



Banstead Commons Conservators

JOB DESCRIPTION

JOB TITLE: Assistant Clerk (Part Time)

SALARY: £10,000 - £12,000 dependent on experience

HOURS PER WEEK: 15 hours a week (flexible working)

JOB REPORTS TO: Clerk & General Manager

Under an Act of Parliament, Banstead Commons Conservators are responsible for the management of four separate areas of common land in the borough of Reigate and Banstead, namely Banstead Downs, Park Downs, Burgh Heath and Banstead Heath.

The successful candidate will be working in a small, dedicated team who are passionate about protecting and preserving Banstead Commons for people to enjoy and wildlife to thrive.

JOB PURPOSE:

To act as administrative assistant supporting the legal and operational duties of Banstead Commons Conservators. This is a part-time post with duties ranging from managing enquiries, organising meetings and events, managing the financial accounts and supporting the organisation and delivery of volunteer activities hosted on Banstead Commons.

MAIN DUTIES & RESPONSIBILITIES OF THE JOB: The role will provide flexible management support to the Clerk and General Manager and Operational team as required. Responsibilities will include tasks across a variety of work areas, including:

- Managing and responding to incoming enquiries by email and post, dealing with most of them directly or with guidance from the Clerk and General Manager
- Prepare agendas and record minutes for Quarterly Meetings and all other meetings hosted by the Banstead Commons Conservators.
- Maintain the financial accounts using Xero software, checking and paying all invoices. Prepare financial reports and financial statements for BCC Quarterly Meetings.
- Liaise with the Accountants to oversee monthly payroll and pension scheme for the staff.
- Prepare the Banstead Commons Conservators Annual Report and Accounts.



- Support the Clerk & General Manager to maintain and update the Safety Manual, Risk Assessments and COSHH Assessments. Organise service updates for the alarm systems at the depot and MOTs for vehicles.
- Peruse Planning Applications and make comment on any Applications affecting the Commons.
- Support Clerk & General Manager to monitor the adequacy of all Insurance Policies, effect their renewals and deal with any claims.
- Support Clerk & General Manager to organise staff training, annual leave and manage the company diary.
- Support Clerk & General Manager to update website pages and schedule posts on the Banstead Commons Conservators social media pages.
- Support the Clerk & General Manager with the delivery of engagement events and volunteer development responsibilities.

OTHER:

- To undertake any other duties that might reasonably be requested appropriate to the grade.
- To undertake any relevant training for the duties of this post.
- The Assistant Clerk will be expected to work from home and house any relevant computer equipment and paperwork.

This job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation / discussion with the post holder.



PERSONAL SPECIFICATION

Requirements	Essential / Desirable
1. Qualifications / education / training	
Educated to degree level or equivalent experience.	Desirable
2. Experience and Knowledge	
Minimum two years' experience working at a senior administrative level	Essential
Excellent IT skills including knowledge of Microsoft Office, including Word, Excel, PowerPoint.	Essential
Experience using website content management systems.	Desirable
Able to produce high quality & engaging written / visual content which appeals to different audiences.	Essential
Experience of providing administrative support to multiple teams, including co-ordination, monitoring and reporting on projects.	Essential
Experience of event organisation, including risk assessments, marketing and promotion.	Essential
Experience of using Xero or other similar software, e.g. Sage.	Desirable
Knowledge of current countryside issues, CRoW, environmental stewardship and other legislation.	Desirable
3. Skills and abilities	
Strong administrative and organisational skills.	Essential
Able to balance workload and work flexibly and responsively in a small but busy team.	Essential
Able to liaise confidently and proactively with colleagues to ensure tasks are completed to a high standard and to agreed deadlines.	Essential
Able to work independently and use own initiative to solve problems with minimal supervision.	Essential
High standards of delivery with an attention to detail, including working within specific guidelines.	Essential
4. Other	
Willingness to work flexibly and work on four Saturdays each year.	Essential
A keen interest in the natural world and conservation.	Desirable