



Sutton Courtenay Parish Council

Assistant Clerk

Introduction to the Role

Sutton Courtenay is a village and civil parish located in the Vale of White Horse district of Oxfordshire, England. It lies on the south bank of the River Thames, approximately 2 miles south of Abingdon-on-Thames and 3 miles northwest of Didcot. The village has a population of around 3,000, with an electorate of 2,470, and a Parish Council precept of £102,000 for the 2025/26 financial year. The Parish Council comprises 11 seats, which are normally all filled.

In 2025, the Parish Council became the sole corporate trustee of the Sutton Courtenay Village Hall Charitable Incorporated Organisation (CIO). This charity primarily provides a village hall, and the site also includes a public tennis court, allotments, and a building leased to the Scouts.

The Parish Council owns and maintains the Recreation Ground, which features a play area, outdoor gym, Multi-Use Games Area (MUGA), and a skate park. Adjacent to this is the Parish Council cemetery, opened in 2000. The Council is also responsible for the registered Village Green and two additional small parcels of land in the village.

In addition to maintaining these areas and various street furniture throughout the parish, the Council has an agreement with Oxfordshire County Council to manage grass verge cutting—a responsibility that is a valued source of community pride.

Historically, the Parish Council did not operate from a dedicated office. However, with the appointment of the new Assistant Clerk, an office will now be established within the parish. Public access to this office will be available by appointment only.

Overall Responsibilities

The Assistant Clerk will support the Parish Clerk in the administration, management, and delivery of the Council's services, projects, and operations. This includes actively promoting and implementing Council policies. A key responsibility of the role is to take the lead in managing the operations of the Sutton Courtenay Village Hall Charitable Incorporated Organisation (CIO) and overseeing the administration of Council-owned amenities, including the Recreation Ground and Village Green.

The Assistant Clerk reports directly to the Clerk and will deputise for the Clerk in their absence, including covering all associated duties during periods of leave.

The initial contract would be for 6 months with a view to making it permanent.

This is a part-time appointment for 12 hours per week, worked over 2 to 3 days, with the schedule to be mutually agreed, allowing for some flexibility in the future. The majority of hours will be worked in the parish office or at Parish Council sites. Some evening work may be required, particularly in connection with meetings or events.



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The role is graded under the Local Government Services pay scale at SCP 13–17, currently £15.06–£16.08 per hour. A generous pension scheme is available through the Oxfordshire Local Government Pension Scheme.

Training will be provided, both onsite and offsite, with the opportunity to work towards obtaining the Certificate in Local Council Administration (CiLCA) qualification.

Responsibilities

1. Sutton Courtenay Village Hall CIO and Management Committee

- In consultation with the Clerk, prepare and publish agendas and supporting papers for both trust and management committee meetings (expected to be four meetings per year).
- Attend and clerk evening meetings in the absence of the Clerk.
- Maintain financial records and manage accounts for the CIO.
- Issue invoices to hirers and follow up on overdue payments.
- Support appointed Councillor(s) with ad-hoc bookings. The appointed Councillor would be meeting ad-hoc hirers onsite.
- Liaise with hirers and contractors regarding bookings, maintenance, and other hall matters.
- Organise annual inspections, arrange necessary maintenance, and ensure appropriate insurance coverage for CIO-managed facilities.
- Manage the allotment sites, including maintaining detailed tenant and waiting list records, collecting rent, conducting regular inspections, and arranging any required maintenance or remedial actions.
- Day to day management, general maintenance, trouble-shooting and security of the building.
- Maintain and, where possible, attract and increase the number of overall bookings and revenue.
- Seek feedback from hirers, review and monitor, and take action where appropriate on any negative comments.
- Deal with any complaints promptly and efficiently.

2. Parish Amenities

- Organise regular inspections, maintenance, and any necessary remedial work for parish amenities, including the Recreation Ground, Village Green, and Cemetery.

3. Procurement and Financial Support

- Assist in the preparation of tender documents and/or obtain quotations in accordance with the Council's Financial Regulations.
- Work within agreed budgets, liaising with the Clerk, Councillors, contractors, and other relevant stakeholders.

4. Contractor Relations

- Develop and maintain good working relationships with contractors and service providers.

5. Communications and Website Administration

- Support the Clerk in maintaining, administering, and developing the Parish Council's website.



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- Upload agendas, minutes, notices, and other relevant content in a timely manner.
- Draft and publish articles or updates regarding Council activities, ensuring the website is accurate and up to date.

6. General Support

- Undertake other reasonable duties as required by the Clerk or the Council.

7. Deputising for the Clerk

- Deputise for the Clerk during periods of leave, assuming responsibility for all associated duties as necessary.

Person Specification: Skills & Experience

Essential:

- Excellent command of written and spoken English, with strong grammar and language skills.
- Proven ability to provide high-quality administrative support and work collaboratively as part of a team.
- Experience attending meetings, taking accurate minutes, and following formal procedures in a local government, charitable, or commercial setting.
- Ability to interact with members of the public with sensitivity, tact, and respect.
- Highly organised, self-motivated, and capable of managing and prioritising tasks in a dynamic environment.
- Reliable and enthusiastic, with strong attention to detail.
- Excellent problem-solving skills.
- Clear and confident communicator, both written and verbal, able to engage effectively with a wide range of people.
- Competent IT skills, including document production and use of Windows-based software (e.g., Word, Excel).
- Professional, discreet, and able to maintain good working relationships with Councillors, colleagues, the public, contractors, and partner organisations.
- Ability to travel between locations within Sutton Courtenay parish (mileage allowance provided).

Desirable:

- Experience working within local government or with democratic processes, including servicing committees.
- Experience managing contracts or overseeing contractor performance.
- Previous employment in a local government setting in an officer capacity.
- Experience organising public events, meetings, or community functions.
- Familiarity with WordPress, Scribe accounting software, and Lemon Booking systems.
- Experience with website content management and use of social media platforms for public engagement.