



Parish of St Mary Job Description

Job Title

Parish Secretary

Accountable to

The Connétable

Hours of work

30 hours per week, usually worked between 9am - 4pm (including one-hour unpaid lunch break), Monday to Friday plus occasional evening hours as business needs dictate to cover Parish and Electoral Assemblies (additional hours worked can be accumulated as time off in lieu).

Purpose of Job

To provide comprehensive administrative support to the Connétable, to ensure that the Parish of St Mary is managed in an efficient, effective, and timely manner. To assume responsibility for the day to day running of the Parish office, the administration team, and the Parish caretaker.

Person Profile

Essential

- Self-motivated, organised, conscientious, articulate, and confident dealing with a cross section of the public
- Conversant in Microsoft Office 365
- Adaptable to change when procedures or laws dictate.

Desirable

- Experience of leading or supervising an administrative team
- Knowledge of GDPR, data protection and FOI procedures
- Experience in the various Parish applications i.e. Rates/Electoral/LICAR would be advantageous

Principal Accountabilities

The Parish Secretary co-ordinates a small team and is the line manager for the front and back-office functions. The work is varied (the following list is not exhaustive) and largely cyclical and so the post holder needs to be flexible to ensure that key tasks are accomplished within specific timeframes. The job involves a great deal of direct communication with the public, often about sensitive and confidential matters and a sympathetic approach is essential.

Business Administration

- Provide secretarial support to the Connétable
- Deal with members of the public both face to face and by telephone, liaising with the Connétable when required.
- Supervise the handling of all correspondence (post and electronic mail), referring to the Connétable as necessary
- Maintain and monitor the Parish diary, advising the Connétable of all upcoming events where his/her presence/contribution is required
- Overseeing the maintenance of the Parish website, requesting inserts or changes as and when necessary.
- Providing administrative support to the Honorary Police as necessary
- Ensure all documentation is archived as necessary, complying with Parish retention schedule.
- Liaise with Parish caretaker regarding ad hoc jobs and Parish Assembly organisation.
- Keep abreast of relevant laws and customary practises.
- Maintain a comprehensive list of Parish officials noting dates for re-election as the roles dictate
- Receive and action all correspondence from the Secretary to Comité des Connétables
- Liaise with IT support provider in respect of Parish computer systems (Microsoft 365)
- Maintain medical driving licence file
- Process mutations
- Ensure New Cemetery records are kept up to date and accurate
- Co-ordinate Liberation Day arrangements with Parishioners
- Co-ordinate requirements for Poppy Day Appeal and door to door collections
- Co-ordinate Christmas Hamper Appeal

Meetings

- Convene, attend and minute Parish and Electoral Assemblies and other meetings as necessary, corresponding with the Royal Court when appropriate
- Prepare church box notices and publish official notices in the Jersey Gazette as necessary and in a timely manner
- Attend monthly meetings for the Parish Secretaries, St Marys Community Centre advising the Parish administration team of developments and changes as they occur

- Prepare agendas and attend Roads Committee, Procureurs du Bien Public and New Cemetery Committee meetings, taking minutes of any decisions made.

Licencing, permits and applications

- Deal with applications under the Licensing Law
- Maintain a register of licensed premises
- Supervise the application and issue of all permits i.e. Sunday trading, P30s, firearm applications and dog licences

Parish Systems

- Supervise the maintenance of the Parish rates database, issuing Annual Returns, Notices, Assessments, Rates Demands and reminders in a timely manner
- Supervise the maintenance of the Electoral Register, issue registration forms, and print the electoral register.
- Supervise the processing of all driving licence applications using LICAR
- Receive training and further train Administration staff when Parish systems are updated or changed

Roads

- Receive and action all queries, complaints and maintenance issues with regard to Parish roads, liaising with Honorary Police, Roads Committee and Roads Inspectors where necessary
- Supervise the handling of online reporting such as Traffic Worx and LoveJersey
- Maintain Roads Committee minutes book
- Organise Visites du Branchage and, working with the Roads Inspectors and Vingteniers, ensure all decisions are implemented and fines collected accordingly.

Elections

- Prepare all documentation, organise the polling Station and co-ordinate a team of voluntary adjoints for all public elections

GDPR, Data Protection and Freedom of Information Requests

- Keep abreast of all imposed legislation, implementing changes as and when necessary
- Receive Freedom of Information requests, collate information and respond in a timely manner
- Ensure the Parish office is GDPR compliant, and monitor all administrative staff training

Finances - Parish financials are administered by the Parish Financial Administrator.

- Advise Financial Administrator of any planned/authorised income and/or expenditure

September 2021