

## **Whitchurch-on-Thames Parish Council**

### **Vacancy for a Parish Councillor**

This is a voluntary position and requires a minimum of one evening a month to attend parish meetings. Other meetings may occur as required. It is interesting and varied and requires becoming involved in all things relating to the village, such as planning, environment, maintenance etc.

For a full job description refer to the next page.

**To apply, or to obtain more information, please contact the Parish Clerk:**

Felipa House, 23 Swanston Field,

Whitchurch-on-Thames, RG8 7HP

Tel: 07419 118449

Email: [parishclerk.whitchurchonthames@gmail.com](mailto:parishclerk.whitchurchonthames@gmail.com)

**Alternatively, contact the Parish Council Chairman:**

Jim Donahue, 17 Hillside, Hardwick Road,

Whitchurch-on-Thames, RG8 7HL.

Tel: 0118 984 1182

Email: [cllrdonahue.whitchurchonthames@gmail.com](mailto:cllrdonahue.whitchurchonthames@gmail.com)

**Applications must be received by 15<sup>th</sup> August 2018**

Issued: 11<sup>th</sup> July 2018

## **PARISH COUNCILLOR – JOB DESCRIPTION**

### **Title: Councillor**

Responsible to: The Council and its electors.

Responsible for: Effective leadership to foster the interests of the electors and Parish

Role/ Purpose to: Bring local issues to the attention of the council, help it make decisions on behalf of the local community and represent the views of parishioners within and outside the Parish.

### **Requirements**

- Aged 18, on electoral role, citizen of UK, Commonwealth, EU or Ireland
- Resident or within 3 miles of the parish for at least 1 year, own land or work in the parish
- Be able to attend regular evening meetings
- Be interested in local issues, preferably not just a single issue
- An understanding and willingness to represent the views of the whole community
- An interest in being a professional and effective councillor.

### **Main duties and responsibilities**

1. To represent effectively the interests of the whole parish by listening to views from the community
2. To improve the quality of life for those that live, work or visit the area
3. To participate fully in the formation and scrutiny of the Council's policies, strategic plans, budgets and service delivery
4. To ensure that the Council is properly managed
5. To prepare for, attend and participate in Council meetings, decision making and abide by corporate decisions
6. To undertake appropriate training and development to help fulfil the requirements of the councillor role
7. To keep up to date with significant developments affecting the Council at local, regional and national levels
8. To represent the Council on outside bodies to which the Councillor is appointed and report back activities
9. To maintain proper standards of behaviour and comply with the Council's code of conduct
10. To deal with resident's enquiries and representations fairly and without prejudice.

### **Skills needed by a Councillor**

- Interpreting information
- Having ideas, visualising what might happen, using imagination
- Understanding budgets and financial paperwork
- Encouraging yourself and others
- Listening, questioning, evaluating objectively, reviewing, drawing conclusions then making decisions
- Dealing with conflict
- Seeing the bigger picture
- Public speaking
- Persuading and motivating
- Prioritising
- Negotiating
- IT skills.

# Whitchurch-on-Thames Parish Council



## Parish Clerk vacancy

The Parish Council seeks to employ a home-based, part-time parish clerk, working a minimum of 6 hours per week. The successful applicant will have to organise monthly parish council meetings, support parish councillors, maintain accounts and manage the village hall. A full list of responsibilities is available on request.

The applicant must have excellent administration, IT and communication skills. Salary will be in the region of £9.81 - 10.95 per hour (SCP 18-22), although applications will be considered outside this range depending upon suitability for the role.

Please email your CV and a covering letter to the Chair, Cllr. Jim Donahue,  
[cldrdonahue.whitchurchonthames@gmail.com](mailto:cldrdonahue.whitchurchonthames@gmail.com).

The closing date for applications is **Friday 17<sup>th</sup> August 2018**. Interviews will be held in late August/early September.