

Pitstone Parish Council

PARISH ASSISTANT

The parish council is always taking on additional responsibilities including operating a Community Car Scheme and is therefore recruiting additional administrative support.

An increasing aging population in Buckinghamshire means that the need and demand for public transport will grow. In our rural village, the infrequent public transport network unfortunately doesn't always enable elderly residents to reach their hospital and medical appointments in a timely manner. The Pitstone Community Car Scheme provides a service of transporting vulnerable members of our community to and from their medical appointments, providing support at a time that can often be stressful.

Duties will also include additional parish support including visiting all the parish noticeboards on a weekly basis and updating their content. May potentially include supporting the youth café (rotas, DBS, new volunteers etc), administering Charitable Signage responsibilities under Devolved Services, co-ordinating our street light champions/reporting, compiling/delivering welcome packs to new residents as required and providing holiday cover for the clerk. Opportunity for the role to expand in the future.

Aim of role	To provide assistance to the parish council including matching passengers to drivers for the Pitstone community car scheme and maintaining the parish notice-boards, plus other duties.
Role Title	Parish Assistant
Start date	April 2019
Time commitment	Approximately 35 hours per month, flexible, weekdays only
Location	Home based
Main tasks	<ul style="list-style-type: none">• Retrieve calls from passengers booking the service• Register new clients for the service• Match passengers to drivers• Call passenger to confirm driver attending• Manage paper records of calls booked and drivers appointed• Be the first point of contact if drivers/clients wish to report concerns or issues• Meet and register new volunteers• Arrange training/DBS checks for volunteers• Produce ID badges for volunteers• Liaise with the Pitstone Town Lands Charity if necessary• Maintain content of noticeboards• Produce & deliver welcome packs to new residents• Produce volunteer rotas and liaise with volunteers for youth café• Co-ordinate street light volunteers and report any issues• Administer Charity Signage permits• Other administrative support• Basic holiday cover for the parish clerk• Weekly updates/reporting to the parish clerk
Skills/Experience	<ul style="list-style-type: none">• Ability to be organised, to problem solve and be flexible• Good telephone and face-to-face communication skills• Some experience of using Microsoft Office packages eg Excel• Ability to work as part of a small and friendly team• Good communication skills, both written and verbal• Reliable• Organised• Own transport may be an advantage – car/bicycle
What we can offer	<ul style="list-style-type: none">• Learn or try new things and develop new skills.

you	<ul style="list-style-type: none"> • Gain work experience and add to your CV. • Meet new people and make new friends. • Build your confidence. • Be part of a team. • Training eg safeguarding. • Remuneration: £9.02 per hour + expenses + pro-rata holiday allowance. • The council offers a NEST pension scheme for eligible employees.
Additional information	<ul style="list-style-type: none"> • You will be supplied with a dedicated telephone & number. The phone can be plugged into any existing broadband connection – no works to your home required and no telephone expenses to reclaim. • Laptop and email can be supplied.