

Job summary

Role title: Interim / Locum Parish Clerk

Department: Democratic Services

General description of role

The Interim / Locum Parish Clerk will provide dedicated fixed-term support to Reigate & Banstead Borough Council in implementing the new parish councils agreed through the 2025/26 Community Governance Review. The role will act as the central point of coordination for the practical, governance, financial and administrative work needed to enable the new councils to operate effectively from their commencement in May 2027. Working with elected Members, senior officers, finance, legal, democratic services, communications and external partners, the postholder will prepare the core arrangements required for new parish councils, including constitutional documentation, initial procedures, precept and budget planning, Member induction materials, meeting arrangements, records, website and publication requirements, and liaison on premises, assets, services and transitional arrangements.

Top ten duties / responsibilities of role

1. Lead and coordinate the implementation activity required to establish new parish councils following Reigate & Banstead Borough Council's 2025/26 Community Governance Review.
2. Act as a central point of contact for councillors, officers and external stakeholders on parish council establishment matters.
3. Prepare initial governance documents, including standing orders, financial regulations, codes, policies, publication arrangements and meeting procedures.
4. Support the preparation of initial budgets, precept information, banking arrangements, financial controls, insurance, audit and other start-up financial requirements.
5. Prepare induction and briefing materials to support newly elected parish councillors in understanding their roles, responsibilities and operating arrangements.
6. Coordinate arrangements for inaugural, annual and ordinary meetings, including agendas, notices, reports, minutes, decision records and action logs.
7. Support the establishment of websites, publication channels, transparency arrangements, records management and information governance processes.
8. Liaise with internal services and external bodies on the transfer or creation of records, assets, land, contracts, service arrangements, premises and operational relationships.
9. Identify, manage and escalate governance, legal, financial, operational or reputational risks arising during the establishment period.
10. Support the transition to appropriate ongoing staffing or clerk arrangements for the new parish councils, including recruitment, appointment and handover activity where required.

Person specification

Role title: Interim / Locum Parish Clerk
Department: Democratic Services

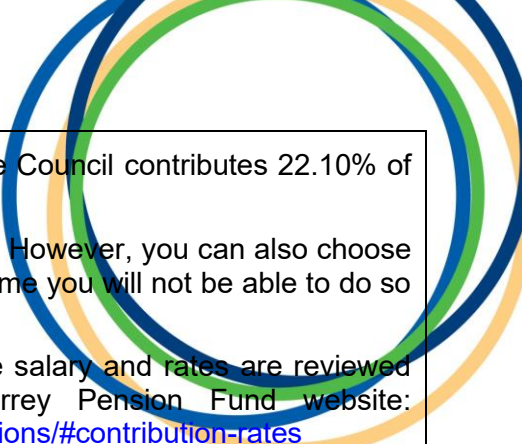


Selection and Interview Criteria	Criteria importance E = Essential P = Preferred
Qualifications	
Good standard of literacy, numeracy and digital competence.	E
Willingness to undertake relevant sector training where required.	E
CiLCA, ILCA, FILCA or equivalent relevant qualification or experience in local council administration.	P
Experience and achievements	
Experience of working as a clerk, deputy clerk, locum clerk, committee administrator or in a similar governance role in local government or the public sector.	E
Experience of preparing agendas, reports, minutes, decision records, action logs and statutory or formal records.	E
Sound understanding of parish or town council governance, decision-making, transparency, data protection and basic financial administration requirements.	E
Experience of establishing a new parish or town council, implementing a Community Governance Review, or supporting local government reorganisation, transfer or merger arrangements.	P
Role required competencies and behaviours	
Excellent written and verbal communication skills, with the ability to produce clear advice, briefings and public-facing information.	E
Strong organisational skills, with the ability to plan implementation activity, manage competing deadlines and maintain accurate action logs.	E
Ability to support preparation of an initial budget, precept advice, audit arrangements, insurance and annual governance requirements.	E
Ability to build effective working relationships with councillors, senior officers, parish representatives, residents and partner organisations.	E
Ability to exercise sound judgement, discretion, confidentiality and political sensitivity in a complex transitional environment.	E
Ability to identify practical solutions to governance, compliance, financial and administrative issues during a period of change.	E
Commitment to high standards of public service, integrity and confidentiality.	E
Competence in Microsoft Office applications, email and record management systems.	E
Flexible approach to working hours, including attendance at evening meetings as required.	E
Project management experience or experience of website, publication compliance, local council accounting systems, payroll or audit preparation.	P

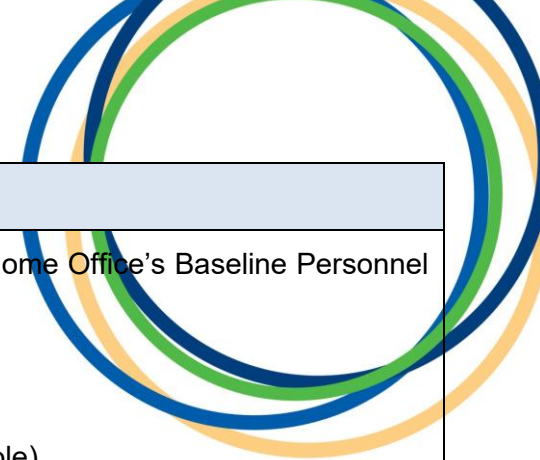
Corporately required personal qualities and behaviours	
Innovative	E
Supportive	E
Flexible	E
Positive	E

Summary of employment package

Place of work	The role will be primarily based at Town Hall, Reigate We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded Technical Specialist 1, the salary will be in the region of £46,455 - £57,138 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a fixed term basis until 28 May 2027.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.
Hours of work	Hours of work are nominally 37 hours per week. Part-time options may be considered.
Employment Benefits	
Flexible working	Dependent on the requirements of the role, RBBC supports flexible and hybrid working, with arrangements being made in agreement with managers and based on operational needs. Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient team cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.



Pension	You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 22.10% of your earnings each year. You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day. Your pension contribution rate will depend on your full-time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates
Training and development	The Council actively encourages continued professional development and talent development. Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.
Professional subscriptions	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, subject to manager approval.
Car parking / Travel loan scheme / Cycle Purchase Scheme	With hybrid working practices now in place for roles traditionally based at the Town Hall, we are able to offer access to parking. For now, everyone who works on site at the Town Hall can use a parking space for that day. demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis. The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets or a season car park pass and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).
Employee discounts	All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more. Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.



Other Conditions	
Pre-employment checks	Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS): • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications • medical clearance (as manual handling / driving is an intrinsic requirement of the role) • basic criminal record check (As access to secure government systems is an intrinsic requirement of the role)
DBS clearance	Employment with the Council will also be subject to receipt of standard / enhanced Disclosure and Barring Service (DBS) clearance. Details will be provided to the successful applicant, which may require completion of an online application and/or registration to the DBS 'Update Service'.
Paid work with another employer	If you are appointed, your contract with the Council should normally be classed as your main employment. You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.
Politically restricted role	As this role is required to advise elected members, this is considered to be a 'politically restricted post'. This means you cannot be, or try to become, a councillor, a Member of Parliament or a Member of the European Parliament during the period of your contract. This post is one that is listed as politically restricted in accordance with the requirements of the Local Government and Housing Act 1989.
Disclaimer	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly. Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

