



RECRUITMENT HANDOUT

APPOINTMENT OF CLERK /RFO TO THE COUNCIL

Introduction

Thank you for responding to the Council's recent advertisement for this post.

We hope that you find this recruitment handout together with the job description and person specification enclosed of assistance when deciding to apply.

The information is arranged as follows: -

- Role of a Clerk/RFO to the Council
- About Water Orton Parish Council
- Job advertisement
- Job Description
- Person Specification
- Application Form
- Equalities Monitoring Form

This Recruitment Handout will not form part of any subsequent contract of employment.

If you have any queries regarding this information pack, the recruitment and selection process or would like an informal discussion on the role, please call Steve Stuart on 07999 777 345 or email steve.stuart@wopc.org.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please get in touch.

ROLE OF THE CLERK/RFO TO THE COUNCIL

Why become a Clerk/RFO?

Becoming a Clerk/RFO to a Parish, Town or Community Council is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

The role of Clerk/RFO is to ensure that the Council conducts its business properly and to provide independent, objective, and professional advice and support and being a Clerk/RFO puts you in the centre of things.

Parish, Town, and Community Councils are part of Local Government in your county together with your County Council and District/ Borough Councils or Unitary Authority.

The County Council/Unitary Authority is responsible for strategic services such as highways, education, libraries, social services, strategic planning and refuse disposal.

District/Borough Councils are responsible for local services including housing, local planning and refuse collection.

The Parish, Town Community Councils in the County are often viewed as the part of government closest to the people.

They are the only local government tier that represents residents at a Parish and Town level.

Importantly Parish, Town and Community Councils can precept – raising their own council tax each year to improve facilities and services for local people.

Their powers and duties cover many things that we take for granted in making for comfort and wellbeing where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public toilets, rights of way, roadside verges, bus shelters, swimming pools and village greens.

Parish Councils are consulted on and can comment on planning applications and be represented at public inquiries, planning appeals and examinations in public. Similarly, they advise the Unitary/County/District/Borough Councils on the views of residents, and especially on priorities for local investment.

Most Council meetings are open to the public and are led by the Council's Chairperson and advised by the Clerk/RFO to the Council who is there to see that business is conducted within the law.

What does the Clerk/RFO to the Council do?

The enclosed job description lists the duties in detail, but the main duties of the job can be summarised as to: -

- Ensuring that the Council conducts its business lawfully.
- The administration of the Council's business.
- Preparing meeting papers and ensuring that the public are aware of the meeting dates.
- Responsible for financial records and reporting.
- Communicating the Council's decisions.
- Managing the provision of the Council's services.
- Organising and overseeing the implementation of projects.
- Managing any other staff.
- Marketing Council services and facilities.
- Maintaining asset register and safe-keeping legal documentation.

The key duties and responsibilities to be undertaken are detailed in the job description included in the pack.

Full support and training will be provided.

Skills and attributes required.

Clerks/RFOs usually pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Recruitment Information Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

About Water Orton Parish Council

Water Orton Parish Council have nine seats which are held by democratically elected members. The members of the Parish Council do not receive any payment for their duties.

The Parish Council hold meetings on the last Thursday of each month, excluding August and December.

The Council have a Governance Committee and several sub-committees.

The Council employ a Clerk for 18 hours per week, two village caretakers for 15 hours each per week and a cleaner for 5.5 hours per week.

The Council own and manage the Playing Field Pavilion on Openfield Croft. We also manage the playing field (including the lease agreements for the Tennis Club & Bowls Club), the Green, the site of the war memorial on Watton Lane and three allotments on St Blaise Avenue.

We also maintain the bus shelters in the village and some other street furniture.

A wealth of further information is available on the Water Orton Parish Council website: www.wopc.org.uk including previous agendas and minutes, financial information and council policies and plans.

Application and selection process

Recruitment Schedule

The proposed recruitment timetable is as follows: -

Advert insertion:	25th August 2026
Advert closing date:	24th September (by noon)
Short listing:	24th September 2026
Selection Panel interviews:	w/c 28th September 2026

You will be advised of any material change to this timetable as appropriate.

Application Procedure

You should complete the enclosed Application Form in full and not disregard any section. CV s are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an appointment.

When completed your application form should be sent to: clerk@wopc.org.uk

or to: **Water Orton Parish Council, 26, Dovedale Court, Orton Close, Water Orton, B46 1SY**

Please title the email or the envelope **“Confidential - Application for the post of Clerk/RFO”**

Selection Process

It is expected that interviews for short listed candidates will be held by the Council's Staffing Sub-Committee **during the week commencing 28th September** at a suitable location in Water Orton (to be confirmed)

The interview will be structured to assess your competence and suitability for the post and may therefore include tests of relevant capabilities which will be explained to you if invited to attend for interview.

Please note the above date and confirm your availability to attend for interview on that date if short listed when completing your application form. It is expected that you will be advised **on Friday 25th September** if selected for interview.

References

If you are shortlisted references will may be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

Proof of Eligibility to Reside and Work in UK

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

DBS Check

The Council may require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The

completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

Equality Positive Action (where applicable)

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:-

- the candidate has a protected characteristic that is under-represented in the workforce;
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is underrepresented or disadvantaged.

Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Information Pack or any aspect of the appointment or the recruitment process, please do not hesitate to get in touch.

This Recruitment Handout has been prepared on behalf of and agreed with Water Orton Parish Council but does not form part of any future contract of employment.