



GORING-ON-THAMES PARISH COUNCIL

- Job Title:** Clerk Mentor – Retiring Clerk change over role (RC)
- Job Purpose:** To advise the Clerk and Responsible Financial Officer as requested.
- Responsible to:** The Clerk – Generally Managed by the Staffing Committee.

Principal Duties and Responsibilities:

The aim of the post is to enable efficient exchange of knowledge related to Goring-on-Thames Parish Council between the new Clerk and the RC.

The RC will assist by providing information and knowledge, but will not actually carry out any of the new Clerk's functions.

Specifically the RC will assist the Clerk & RFO as requested

- By advising on legal matters including points of legislation, where to find them and how to apply them.
- By providing background knowledge of all Council matters as requested
- By suggesting strategies to resolve issues that arise, for the Clerk to consider.
- By reviewing and commenting on documents created by the Clerk, for the Clerk to consider.
- By helping the Clerk become fully familiar with all Council related matters including use of specialist software within the period of six months (though may be extended subject to mutual agreement).
- To support the Clerk in the attainment of the CiLCA qualifications, if requested.
- To assist in the creation of a searchable reference document summarising current and historical issues; projects and pertinent resolutions of the Council.
- By assisting with any other matters as requested by the Clerk or the staffing committee.

Note:

This job description outlines the duties and responsibilities of the position of RC at the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined.