



**Wendover Parish Council**

# **RECRUITMENT PACK**

**Summer Project Roles**

## RECRUITMENT PACK

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## Introduction

We are excited to offer the opportunity for two people to undertake summer placements and help with a step change in how the Parish Council delivers for the people of Wendover. These are brand new roles and a great opportunity for someone to shape how the office works and ultimately what the Parish Council offers.

As a pilot project, if you are right candidate for either role you will be happy to deliver on the project and work with the office staff to shape how the roles work in the future.

## The Parish Council

Parish Councils are incorporated bodies, established by legislation.

The Parish Council is the first tier of government closest to the people. In England four tiers of local government can be identified, each serving a greater geographical area and larger population.

Each Parish Council is made up of individual Councillors who contribute to the work of the whole Council. Parish Councils have a wide range of powers including looking after community buildings, open spaces and playgrounds, planning, street lighting and allotments. Wendover has 13 Councillors. The Parish Councils also employs a staff team, headed by the Parish Clerk. At Wendover we have a Parish Clerk and Finance officer, an Estates and Events Manager and 2 Estates and Grounds Staff.

The Parish budget is public money and mainly comes through local taxes. Parish Councils have the power to raise money through Council tax, this is called the Precept. Because it is public money this makes us responsible for spending public money lawfully and achieving the best value for money.

Candidates can find out more by visiting our website – [www.wendover-pc.gov.uk](http://www.wendover-pc.gov.uk), following our [Facebook page](#) @wendoverparish or arranging for an informal discussion with the Clerk by contacting [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

## Job Role 1 – Systems review project

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<b>Post Title:</b>	Systems review project leader
<b>Department:</b>	Office Team
<b>Location:</b>	Clock Tower, High Street, Wendover HP22 6DU with the role requiring visits to locations around the parish of Wendover
<b>Accountable to:</b>	Clerk and Responsible Finance Officer
<b>Hours:</b>	150 hours – based on 22.5 hrs per week over a 6-week project with additional 2 days if required The hours are set on a 3 day a week basis but may change in line with the project and will require some infrequent evening works if required to attend Council meetings.
<b>Pay and rewards:</b>	SCP 2 £22,366 p.a. – (pro rata £1,744 for the total project) see also section on what we offer

### Project Purpose

This is project-based work with some administrative duties.

This project will support the development of a Council strategy document and a review internal systems and processes. It will include producing a report on the most efficient processes and the development of templates and tools to support those processes. Example tasks include:

- Support the development of a 10-year vision and strategy
- Review the systems and processes followed by the office, for example, in the planning application process, administration of allotments, running markets and other market services.
- Make recommendations of how to improve and/or streamline these systems and develop any necessary spreadsheets/databases/templates that support the new process.
- To prepare materials that inform and update the community

If successful the project will make the office processes more efficient and give the staff the information they need to successfully carry out their duties.

### Project Outcome

The project outcome will be a presentation to the Clerk and Responsible Finance Officer, Estates and Events Manager and selected Councillors of the current process, findings and recommendations and subsequent update to Full Council. It will also include any files, resources or templates required to implement any new processes.

### What we offer

We are a friendly and small staff team working with skilled and motivated Councillors working hard to make the local parish better. The office is based in a charming and characterful building in the centre of Wendover with plenty of open spaces to enjoy.

Whilst this is a summer project-based role the company will ensure the successful candidate gains the following:

- Real world experience with opportunities to build and develop a portfolio of work.

- Experience of supporting and providing guidance in developing strategy in a real-world situation
- Understanding of working in a local government setting with an elected leadership team.
- Career mentorship from the Clerk and Councillors
- Where possible the Councillors and staff would engage with the successful candidate to understand their career aspirations. Using their skills, contacts and experiences they would seek to support the successful candidate to use this opportunity as a key stage in building their career.

## Person Specification

E is essential and D is Desired

<b>Education, Qualifications and Training</b>	
Educated in numeracy, literacy and keyboard skills to a competent level	E
<b>Knowledge</b>	
Strong command of the English language, both formal and informal use	E
Office IT packages and systems	E
Spreadsheet and Database design	D
Systems analysis	D
<b>Experience</b>	
Working to deadlines	E
Managing priorities to meet a project outcome	E
Presenting information	E
Developing IT tools or templates for use in an office setting	D
Using a formal finance system	D
<b>Skills</b>	
IT– an understanding of a wide variety of office software and social media platforms	E
Organisation – organised and efficient with time and schedule	E
Independent working - Able to work independently to set objectives	E
Interpersonal – Able to communicate with a wide variety of stakeholders	E
Attention to detail – able to follow through on all detail to completion	E
<b>Special Requirements</b>	
Integrity, tact and understanding of confidentiality	E
Able to work independently to set objectives	E
Able to work for elected officers in public office	E

## Job Role 2 – Local Produce Market

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<b>Post Title:</b>	Local Produce Market developer
<b>Department:</b>	Office Team
<b>Location:</b>	Clock Tower, High Street, Wendover HP22 6DU with the role requiring visits to locations around the parish of Wendover
<b>Accountable to:</b>	Estates and Events Manager
<b>Hours:</b>	150 hours – based on 22.5 hrs per week over a 6-week project with additional 2 days if required The hours are set on a 3 day a week basis but may change in line with the project and will require some infrequent evening works if required to attend Council meetings.
<b>Pay and rewards:</b>	SCP 2 £22,366 p.a. – (pro rata £1,744 for the total project) see also section on what we offer

### Project Purpose

This is project-based work with some administrative duties.

This project will support the development and promotion of the Local Produce Market. Example tasks include:

- Talking to stallholders to find their views on the market
- Engaging with the local community on ideas for the market.
- Looking at the presence of the market on social media and websites
- Advising on events and promotions for the market and setting out an implementation plan to achieve that events plan.
- To undertake advertising and promotion for the market.
- To review the impact of the project on the success of the market

If successful the project will make the market more popular with higher footfall, appreciated by the business group.

### Project Outcome

The project outcome will be a development plan for the market with a 12 month events and promotions plan and a list of any new stalls.

### What we offer

We are a friendly and small staff team working with skilled and motivated Councillors working hard to make the local parish better. The office is based in a charming and characterful building in the centre of Wendover with plenty of open spaces to enjoy.

Whilst this is a summer project-based role the company will ensure the successful candidate gains the following:

- Real world experience with opportunities to build and develop a portfolio of work.
- Experience of supporting and providing guidance in developing strategy in a real-world situation

- Understanding of working in a local government setting with an elected leadership team.
- Career mentorship from the Clerk and Councillors
- Where possible the Councillors and staff would engage with the successful candidate to understand their career aspirations. Using their skills, contacts and experiences they would seek to support the successful candidate to use this opportunity as a key stage in building their career.

## Person Specification

E is essential and D is Desired

<b>Education, Qualifications and Training</b>	
Educated in numeracy, literacy and keyboard skills to a competent level	E
<b>Knowledge</b>	
Strong command of the English language, both formal and informal use	E
Office IT packages and systems	E
Marketing and promotions	D
<b>Experience</b>	
Working to deadlines	E
Managing priorities to meet a project outcome	E
Presenting information	E
Using social media for promotions	D
Promoting and advertising events	D
<b>Skills</b>	
IT– an understanding of a wide variety of office software and social media platforms	E
Organisation – organised and efficient with time and schedule	E
Independent working - Able to work independently to set objectives	E
Interpersonal – Able to communicate with a wide variety of stakeholders	E
<b>Special Requirements</b>	
Integrity, tact and understanding of confidentiality	E
Able to work independently to set objectives	E
Able to work for elected officers in public office	E

## Application Process

Applications are welcome from anyone who feels they match the person specification and can deliver the job description.

This is a multi-staged process.

## Summary and timescales

STAGE 1 – [Submit your CV](#). Those CV's which meet the person specification will be contacted with a brief to produce a 5-minute video which must be uploaded by Friday 29<sup>th</sup> March.

STAGE 2 - Successful candidates after stage 1 will be invited to and undertake an online task to be completed by Mon 15<sup>th</sup> April.

STAGE 3 – Successful candidates will be invited to interview (interview dates to be confirmed) which will be held via Microsoft Teams.

It is envisaged that the successful candidate will be appointed to start early July 2024 with the project completed by early September 2024.