

## **Honorary Ward Clerk - Job Description**

### **Appointment:**

Appointed by the Alderman of the Ward (*NB - appointment and termination is at the personal discretion of the Alderman*).

### **Main tasks and responsibilities:**

- To be responsible for liaising with the Electoral Services office, Alderman, Beadle(s), and Ward Councillors to confirm the date, agenda, and details of any annual and electoral Wardmotes.
- To assist the Electoral Services office, as required, in communicating the details of this Wardmote.
- To organise the collection and delivery of gowns and other ceremonial items as may be required for any Wardmote.
- To act as Secretary to the Wardmote, including the recording of the voters present and the submission of the minutes or resolutions thereof to the Electoral Services office within one month of the date of the meeting.
- To follow the script of the agenda as required at any Wardmote/adjourned Wardmote, together with the instruction of the Ward Beadle to follow the script dictated by the Wardmote agenda.
- To attend one training or briefing session organised by the Electoral Services Committee, per annum.
- To otherwise assist the Alderman to run the Wardmote, and assist in the Ward more generally, as may be reasonably directed by the Alderman.

### **Relevant Skills / Education & Training**

- IT proficiency including Microsoft Outlook and Microsoft Word.
- Able to demonstrate the administrative and organisational skills required for the role through relevant knowledge, skills and professional experience.
- Strong and effective oral communication skills in order to liaise effectively with stakeholders at all levels internally and externally in a professional manner, and to undertake modest amounts of public speaking at Wardmotes.
- Excellent written communication skills to produce minutes, briefings and correspondence to a high level, with very good attention to detail.
- Strong organisational skills and the flexibility to move between tasks with a positive attitude, prioritising and managing multiple tasks for the Ward Alderman and delivering work on time with minimal supervision.
- Ability to maintain confidentiality on sensitive matters.
- Ability to maintain an effective working relationship between the Alderman, Ward Councillors, Honorary Ward Clerk and Ward Beadle.