

PARISH COUNCILLOR – JOB DESCRIPTION

Title: Parish Councillor

Responsible to: The Parish Council and its electors.

Responsible for: Effective leadership to foster the interests of their electors and Parish

Role Purpose to: Represent views and contribute to activities to improve the enjoyment and well-being of Parishioners

Main Duties and Responsibilities

- To participate constructively in the government of the Parish Council without bias or for personal gain
- To participate fully in the formation and scrutiny of the Parish Council's policies, budgets, strategies.
- To ensure, with other councillors, that the Parish Council is properly managed.
- To keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
- To be involved in activities that promote the economic, social and environmental well-being of the Parish
- To take an active part in the Parish Council's arrangements to build community capacity and manage community assets
- To represent effectively the interests of the whole Parish and deal with Parishioners enquiries, representations and complaints fairly and without prejudice.
- To attend Parish Council meetings.
- To prepare for meetings and be properly informed about the issues to be discussed.
- To take part in meetings and form sound judgements based on factual information and then abide by majority decisions.
- To represent the Parish Council on outside bodies to which the Councillor is appointed including the Standards Committee and Governing Bodies.
- To maintain proper standards of behaviour. To uphold the Parish Council's Standing Orders, Code of Conduct and ethical standards/Nolan Principles, ensuring that the impartiality is not compromised, and not using council connections for political/personal purposes or for any other reason unless agreed by the Council)
- To undertake appropriate training and development to help fulfil the requirements of the Councillor role.

Desirable Skills/Knowledge and/or Qualifications

- A working knowledge of planning rules
- Health & Safety
- Engagement in Community Activities
- Able to consult/research and present findings
- Able to maintain a calm and constructive attitude
- Able to build and maintain good, professional relationships with other government departments and residents