



capalc
Cambridgeshire and Peterborough
Association of Local Councils

Job Description

Job Title: Deputy County Officer

Purpose of Job: The Deputy County Officer (DCO) will report to and deputise for the County Executive Officer (CEO).

The DCO will form part of a small team who provide a dedicated service to the first tier of local government local councils (parish and town councils as well as parish meetings).

The DCO will work closely with other members of the team to provide a proactive, effective and efficient service to councils who subscribe to CAPALC; this will involve giving telephone and written advice and information, plus visiting councils from time to time to assist them.

The DCO will manage the training schedule, internal audit and locum services. The DCO will be responsible for managing project work and allocating workstream roles in conjunction with the CEO.

This is a hybrid working position with set core hours Monday to Friday 9:00 to 14:00 and a minimum of two days a week in the office. There will be a requirement for some evening and weekend work commitment and weekday hours will be adjusted accordingly.

25 hours per week

Accountable to: The County Executive Officer

Main Duties:

- ❖ In conjunction with the CEO provide an annual full and varied selection of standard training as well as specialist courses throughout the year & to liaise with CAPALC Training & Support Officers & outside training providers
- ❖ Manages the Internal Audit Service

- ❖ Manages the Locum Clerk Service
- ❖ In conjunction with the CEO discusses the Annual Conference and speakers before working on the event preparation and planning. Organises the conference event, speakers & exhibition stands
- ❖ In conjunction with the CEO work out a program of Chairman brunches plus regular Clerk drop-in events
- ❖ Acts in a supporting role to the CEO to network with key organisations such as the principal authorities Combined Authority, Police, SLCC, Cambridgeshire ACRE, local MP's
- ❖ In discussion with CEO organises MP brunches by constituency
- ❖ Deliver training courses (as a trainer) when required
- ❖ Provides Marketing Officer and the Reception & Data Support with events as soon as confirmed for promotion
- ❖ Monitors bookings/sends joining instructions/first point of contact for event queries for delegates/trainers/venues
- ❖ Receives attendance registers from trainers & forwards to Reception & Data Support
- ❖ Sends delegate lists at least monthly to the Finance Officer for invoicing & Reception & Data Support for attendance follow up
- ❖ Provides monthly updates to CEO for the Board on event numbers/costs etc
- ❖ Manages project work & allocates workstream roles in conjunction with the CEO

Other duties:

- ❖ Represents the CEO in the CEO's absence internally and with external organisations
- ❖ To attend weekly staff meetings