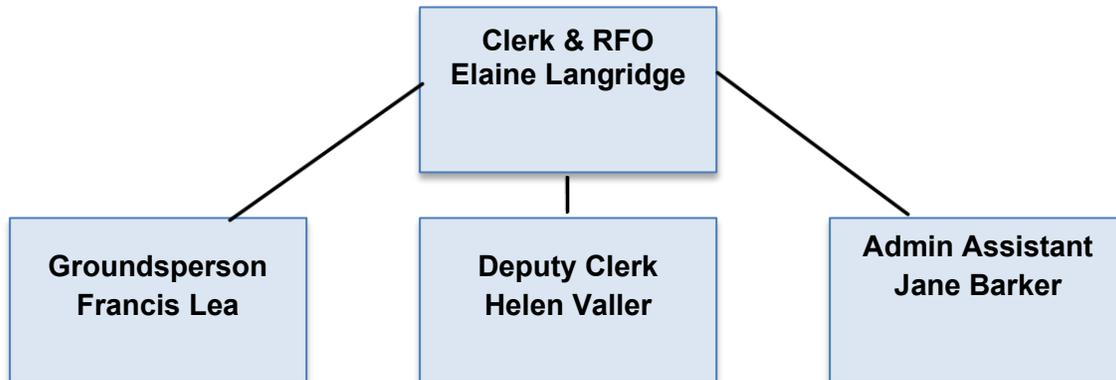
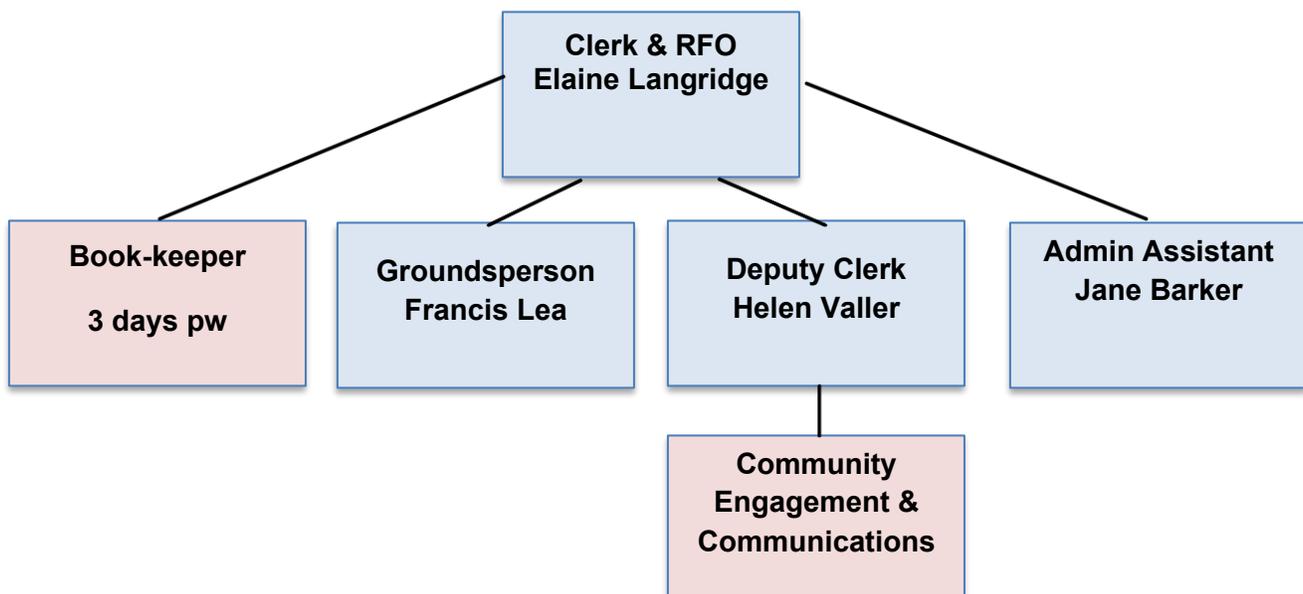


### Hassocks Parish Council – Staff Chart

#### CURRENT



#### PROPOSED



<b>Staff</b>	<b>Key Responsibilities</b>	<b>Changes</b>
<b>Clerk &amp; RFO</b> (37 hrs pw.)	Clerk to Council and PR&C Committee, statutory duties, policies, delivery of business plan, staff management and HR, communications, assets, financial management and audit, Council administration	No change
<b>Deputy Clerk</b> (37 hrs pw.)	Clerk to G&E Committee, Planning Committee and Working Groups (T&HWG, FWG, NP Cttee, APWG) – delivery of projects to improve Council assets, Burial Ground management, book-keeping, ground maintenance contracts, playground inspections, Hassocks Life articles, hanging baskets and planters, Christmas lights, Remembrance Parade	- Clerk to T&HWG, book-keeping, Hassocks Life articles, Remembrance Parade  + Line management of Community Engagement & Communications
<b>Admin Assistant</b> (30 hrs pw.)	Customer enquiries in person, phone and email, production of Planning Committee papers, timely distribution of agendas and minutes for Council meetings, Allotments management, website updates, buildings inspections and maintenance contracts, utilities, pitch and pavilion bookings, street tree liaison, administrative support	- website updates
<b>Groundsperson</b> (30 hrs pw.)	Sports pitch maintenance, grass and hedge cutting, weed and litter clearance, maintenance of assets and machinery, health and safety of public amenities including play equipment inspections	No change
<b>Book-keeper</b> (21 hrs pw.)	n/a	Use of financial software, log receipts, raise invoices, record expenditure, make payments, bank reconciliations, monthly expenditure reports, monitor cashflow, quarterly VAT reclaim, collate AGAR information, maintain asset inventory, petty cash, banking, payroll
<b>Communications &amp; Engagement Officer</b> (37 hrs pw.)	n/a	Clerk to T&HWG and new Community Engagement Working Group (reporting to PR&C) – delivery of community projects i.e. older peoples' initiatives, footpaths and highways improvements, branding, noticeboards, website improvements and updates, social media, Hassocks Life and other publications, public consultations, annual showcase, Remembrance Parade and other community events
<b>Assistant to the Clerk</b> (8 hrs pw.)	Day to day administration of financial affairs, clerical support, archiving and office administration.	n/a