

POSITION: Administrator

REPORTS TO: Parish Clerk

PURPOSE OF JOB:

The post-holder is responsible to the Parish Clerk and will carry out specific administrative functions as relevant to the role and will ensure that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out

DUTIES:

The Administrator supports the Parish Clerk to carry out the functions of the Parish Council to secure its aim and objectives. This includes supporting the Parish Clerk to produce information required for making decisions, assisting to implement decisions, working with other organisations and principle authorities to ensure the needs of the parish are being adequately met, ensuring the smooth administrative running of the office and acting as an initial point of access for enquiries

The duties of the Administrator shall include but not be limited to:

1. Respond to enquiries and requests for information from members of the public in person, by telephone, email or letter.
2. To assist the Parish Clerk with the preparation and compilation of Meeting agendas and supporting information prior to Council Meetings.
3. To prepare an editorial/article for the monthly local newsletter
4. To update the Parish Council noticeboards, website and social media used by the Parish Council in liaison with the Parish Clerk.
5. To undertake the administration for the facility management of Parish Council property
6. To carry out asset inspections and ensure maintenance of assets is carried out in accordance with legal compliance requirements in conjunction with the Parish Clerk
7. To ensure that the asset register and record system are maintained and updated
8. To update and maintain the contractor data base
9. To oversee the Parish Council allotments
10. Undertake any routine administrative/clerical tasks as may be reasonably required in support of the Parish Clerk and in furtherance of Parish Council business
11. Attend training courses and seminars as necessary and required
12. To provide cover, during normal working hours, for the Leisure Centre reception when necessary

OTHER DUTIES:

The duties below are expected to be performed by the post holder:

- Observe the Parish Council's Health & Safety Policy and rules at all times
- Ensure that all accidents are reported in accordance with the statutory requirements and council procedures
- Maintain good standards of housekeeping at all times.
- The post holder as a representative of the Parish Council is expected to behave in a professional and courteous manner at all times.
- Carry out any reasonable management instruction and any other duties that may from time to time be required

SUMMARY OF TERMS AND CONDITIONS OF SERVICE:

Salary: £20,908 per annum (£14.36 per hour)

Hours of work: 28hrs per week (work pattern negotiable however must include Fridays)

Holiday entitlement: 15.5 days per annum (excluding Bank Holiday allowance which will be notified annually)

Pension Scheme: The post holder is entitled to join the workplace pension scheme

Danbury Parish Council	Essential	Desirable
Person Specification – Administrator		
Education		
Good standard of general education to minimum, good GCSE level or equivalent	√	
Experience and Knowledge		
Experience of working in an office/customer service environment	√	
Experience of dealing with a wide range of people		√
Experience of managing an administrative based workload	√	
Ability to challenge a discriminatory practice & value equality and diversity	√	
Skills and Personal Qualities		
An excellent standard of written and verbal communication	√	
Good interpersonal skills, including ability to relate sensitively and appropriately depending on the nature of the topic in hand	√	
Clear speaking manner (telephone and face to face)	√	
Fully computer literate and able to use IT programs such as Microsoft Office 365, Excel, Publisher, Power Point and Canva confidently and competently	√	
Ability to liaise effectively, flexibly and enthusiastically in a small team	√	
Ability to work accurately and pay attention to detail and prioritise enquiries	√	
Methodical and well organised	√	
Ability to work on own initiative with a high level of integrity	√	
Interest in and empathy with local community issues		√
Other		
Local knowledge		√
Willing to take part in any training courses as necessary	√	