



# Job Descriptions

**Job Title:** Administration Officer to Parish Council

**Reports to:** Clerk to Parish Council

**Job purpose:**

The Administration Officer will be responsible for providing effective administrative support to the Clerk.

The Administration Officer is expected to assist the Clerk in the delivery of services on behalf of the Council, the production of information required for making effective decisions and to assist in the implementation of all decisions as instructed by the Clerk.

**Level/Grade:** Profile LC 1 above substantive

**Roles and Responsibilities:**

1. To assist the Clerk in their statutory and other provisions governing or affecting the running of the Council.
2. To assist the Clerk in the delivery of Council services in line with known policy of the Council.
3. To liaise with members of the public and be the first point of contact for their enquiries.
4. To prepare the quarterly newsletter, the Parish Village News, for delivery to residents.
5. To prepare content for publication on the Council's social media, website and notice boards and in line with Council policy.
6. To assist in the organisation of Council run events and attendance at the events as required.
7. To order supplies and carry out building administration to support other staff.
8. To assist and prepare, in consultation with the Clerk, agendas for meetings of the Council, Committees and Working Groups, to attend such meetings and prepare minutes for approval as required.
9. To receive correspondence and documents as required on behalf of the Council and to deal with the correspondence or documents as directed by the Clerk. To issue correspondence as a result of instructions of, or the known policy of the Council as directed by the Clerk.
10. To assist with the preparation for proposals for consideration by the Council as a result of suggestions by Councillors and the Clerk and to advise on practicability and likely effects of specific courses of action.

11. To assist the Clerk in undertaking Council projects as required.
12. To act as the representative of the Council as required.
13. To attend all relevant training courses, conferences and seminars, as required by the Council to maintain the necessary professional knowledge required to undertake the role.
14. Undertake all reasonable tasks associated with the role as directed by the Council and/or the Clerk.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general education to include GCSEs passes in English and Maths or equivalent.</li> <li>• Evidence of a commitment to continuing professional development.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Some experience of minuting meetings.</li> <li>• Experience of working in an office.</li> <li>• Experience of dealing with customers in a front-line role.</li> <li>• Evidence of ability to prioritise work.</li> <li>• Experience of digital marketing, social media and website management.</li> <li>• Experience of general administration tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of servicing committees.</li> <li>• Experience of project management.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to deal with a wide range of people with a friendly and helpful manner.</li> <li>• Excellent communication skills both written and orally.</li> <li>• Ability to work effectively on your own or in a team.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to use initiative and prioritise own workload.</li> <li>• Excellent organisational skills with good attention to detail.</li> <li>• Proficient in the use of Microsoft 365 including Outlook, Word and Excel.</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Honest and trustworthy.</li> <li>• Ability to work in a team.</li> <li>• Willingness to work evenings when Council or Committees meet and occasional weekend work.</li> <li>• Willingness to be flexible in attitude with a proactive approach to tasks.</li> <li>• Willing to undertake learning and development.</li> </ul>	<ul style="list-style-type: none"> <li>• Current driving licence, car owner and ability to travel.</li> </ul>

I confirm and accept the above job description and person specification for the role of Administration Officer at Pembury Parish Council.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_