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## **Administration Assistant Job Description & Person Specification**

**Six Month Fixed Term Contract – March to August 2024**

**Salary £11.44 per hour**

**Part-time, 15 hours per week**

### **Job Description**

The Administration Assistant will support the Clerk, Administration Officer, and other colleagues to ensure the smooth day to day running of the Council operations and service delivery with its function as a local authority.

The postholder will help the Council to achieve its aims and objectives, working with others to ensure that the statutory and other provisions governing or affecting the running of the Council are observed.

### **Duties**

To support the office with day-to-day clerical and administration which may include:

Dealing with members of the public, businesses, councillors, and organisations either in person, by telephone, or electronically in relation to all Council functions and assets.

To provide reliable and confidential administrative support to the Council and to assist the Council in meeting its legal duties and deadlines under guidance of the Clerk.

To ensure that the Council's various policies, procedures, Financial Regulations, and Standing Orders are adhered to in carrying out all tasks and duties, including staffing policies and work rules as contained in the Council policies, and adherence to the Council's Code of Practice relating to confidentiality.

To undertake general administrative and office tasks as requested by the Clerk or Administration Officer, including processing mail, filing, photocopying, and archiving.

To support improvement, development and updating of the Council's website and social media content.

To support the Council in file migration and storage of new IT systems.

Assist the Clerk or Administration Officer in ensuring the Council buildings and equipment meet the required legal compliances.

To assist with all Council venue hires, which may include taking bookings, diary management, and invoicing.

To attend and participate in relevant internal and external meetings where appropriate.

To undertake any reasonable task requested by the Clerk.

### **Events**

To support the organisation of Council events such as the Annual Parish Meeting, Remembrance Day Service, Summer Fete & Christmas Event.

To maintain a volunteer database, and to actively seek volunteers.

Deal with incoming event enquiries. Assisting hirers to make decisions about the suitability of space, providing quotations and event information as requested and ensuring stallholders have the relevant insurances and licences.

Always present a professional image when representing the Council.

### **Office Processes**

Follow the Councils administrative processes to comply with GDPR and to direct tasks to ensure they are followed up by the appropriate member of staff or councillor, tracking progress where appropriate.

Keep appropriate and up-to-date electronic records to ensure the efficient and lawful record keeping of, and access to, Council data and information.

### **Safeguarding**

Understand what is meant by safeguarding vulnerable groups (children, young people, and adults) and how to raise concerns through the appropriate body.

To raise any safeguarding concerns with the Clerk or relevant authority

### **Person Specification - Core Skills and Competencies:**

Skill / Competency	E = Essential D = Desirable
Good communication and interpersonal skills	E
Good I.T. skills (Word, Excel & Outlook)	E
Good organisational, planning, and time management skills	E
Good accuracy and attention to detail	E
Self-motivated to work independently under supervision	E
Ability to work in a team environment	E
Ability to work in a flexible way	E
Ability to use social media platforms and digital marketing methods.	D
Experience of website administration	D
Experience of bookings administration	D
Experience of community events	D

Qualifications and Experience:	E = Essential D = Desirable
Minimum 3 GCSEs or equivalent, including English Language and maths.	D
Proven experience of administrative tasks. Minimum 1 year experience.	D
Excellent standard of the English language and grammar.	E

