



CHISELDON PARISH COUNCIL

JOB DESCRIPTION

ADMINISTRATION OFFICER

Job Purpose

Responsible for providing clerical and administrative support to the Clerk and the Council, researching information, preparing reports and documents as required. To create and maintain relevant administrative procedures to ensure work is carried out in a controlled and consistent manner.

Reporting to: Clerk

General Duties to be progressed over time:

1. Receive and respond accordingly to incoming correspondence. Produce outgoing correspondence and documents as requested by the Clerk.
2. Conduct research, prepare and produce documents and papers.
3. With the Clerk, ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and advise Councillors as necessary, such that all Council policies and procedures meet these standards.
4. Review the Parish Council website and Facebook page and in conjunction with the Clerk ensure that it is kept up to date.
5. Help organise and manage events such as the Christmas Lighting Event. Take on organising of new events as required.
6. Develop and manage the asset registers to include preparing reports for the Clerk.
7. Maintain Risk assessments
8. Perform secretarial duties as required
9. To undertake additional adhoc duties as required by the Clerk and look to actively develop the role. This would include deputising for the Clerk at meetings where required.

Specific Administration:

10. Maintain databases of the allotment records for leases and renewals and oversee the allotment site.
11. Complete visual allotment site inspections
12. Oversee electronic record and database systems management.
13. All accounts paperwork filing
14. Liaising with families and undertakers/stone masons for burial arrangements.

Working with Councillors and the Community:

15. Maintain effective and positive public relations and help to promote the image of the Council within Chiseldon Parish to residents, visitors and outside bodies.
16. Draw on own initiative and to advise on practicability and likely effects of specific courses of action.
17. Liaise and develop relationships with external bodies, residents, businesses and local organisations.
18. Liaise with council handyperson and cleaner on workload

Project management

19. Assist with grant applications where required
20. Review the lease hire agreements & contracts for all Parish Council facilities/services and make recommendations to the Clerk.
21. Review council policies and make recommendations to the Clerk.

Supervisory Responsibility:

This job has no supervisory responsibilities.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the primary functions of the post. It should not be regarded as exclusive or exhaustive.

Qualifications:

Grade C or above GCSE English and Maths or the equivalent.
Experience of Microsoft office would be beneficial
An eye for detail is key for this role.