

Administrative Officer

Job Description

N.B. This is an office-based role

1. Understanding how local authorities work, their responsibilities, duties and powers.
2. To carry out routine administrative tasks as necessary
3. Writing content and monitoring of the Council's Social Media accounts
4. Administration and development of the Council's website and Noticeboard, updating agendas, minutes and other items as required on the website and any matters with regard to Council policy and activities. Writing and creating articles for the website and Newspapers.
5. Managing allotments and Markets stalls
6. Dealing with enquiries from the general public on the phone, by email and letter form in a professional manner.
7. Digesting information and understanding its importance and its relevance to the Council or specific committees
8. The ability to write informative and concise reports
9. A basic understanding of local government finances
10. To continually improve your knowledge and understanding of Microsoft office programs and any specific software used by the Council.
11. Liaising with other authorities and community groups in a professional manner
12. Writing content for newspapers
13. Managing sub-contractors for routine and emergency maintenance
14. Attending training courses or undertake continuous professional development as required by the Town Clerk and Council and, if desired, to work towards the CiLCA qualification.
15. To liaise with the Town Clerk and staff during Office hours and provide colleague cover when required
16. An interest in the local community and improving the town for residents and businesses.
17. An ability to work independently as well as part of a team
18. Other reasonable duties as requested by the Town Clerk/Deputy Clerk.

Additional tasks that may be applicable after suitable training and agreement with your Line Manager.

19. To act as the Clerk for Committees and Working Groups, taking minutes and recording and maintaining an accurate record of actions required, implementing appropriate action to ensure that resolutions/recommendations are carried out in a timely manner.