



## **ARUNDEL TOWN COUNCIL**

### **JOB DESCRIPTION**

**POST TITLE:** Administration Officer

**RESPONSIBLE TO:** Town Clerk

### **HOURS OF WORK:**

Monday to Friday 9am to 1pm as a minimum with additional evening and occasional weekend work, total hours per month 130 hours

**SALARY:** £14.00 per hour

Holiday 22 days per annum

### **ROLE DESCRIPTION**

This post offers a challenging workload and the successful candidate will need to have the flexibility to handle a variety of general administration and communication tasks including dealing with members of the public.

The role is for 130 hours per month, working in a small friendly team, which provides a wide range of quality services for the local community. The successful candidate will need to occasionally work at weekends for Civic Events and in the evenings for Council Meetings/Events.

### **KEY DUTIES:**

- To take accurate minutes at meetings and ensure all policies and schedules are updated accordingly;
- To manage the Mayor's diary, in particular dealing with invitations for events;
- To deal with enquiries from the general public;
- To support Council committees, working groups and community events;
- To assist the Town Clerk in the day to day running of the Council and to deputise for the Town Clerk at meetings she is unable to attend;
- To write and edit press releases/articles for local newspapers and publications;
- To prepare written correspondence (email, letters);
- To support with the design of visual communications such as banners, flyers and posters for both online and print formats;
- To be responsible for continually updating the Council's website and social media accounts;
- To support the development of an annual service plan to maintain and improve the Town Hall and its facilities, including repair, replacement and decoration;
- To support the management of suppliers and contractors involved in servicing and maintenance of the Town Hall, ensuring high standards are maintained.

### **THE PERSON**

- Excellent administrative and word processing skills;
- Highly Computer literate (MS 365 including Word, Excel and Teams, Zoom, Wordpress, Canva and Google docs);
- Used to working closely with a small team and able to work with Councillors and members of the public both in person and virtually;
- Well-presented and a strong communicator;

- Well-organised, able to manage conflicting and pressurised deadlines;
- A true team player, who recognises that they form part of a wider team and is willing to support colleagues whenever necessary;
- Experience of Website administration via Wordpress would be an advantage;
- Experience of design, marketing and PR work would be an advantage;
- Flexible – able to work in the evenings and weekends if required to do so.

Completed forms should be emailed to [townclerk@arundeltowncouncil.gov.uk](mailto:townclerk@arundeltowncouncil.gov.uk)