



## **JOB DESCRIPTION ADMINISTRATIVE ASSISTANT**

|                   |   |
|-------------------|---|
| Job Title         | Administrative Assistant  |
| Reporting to      | Parish Clerk & Responsible Financial Officer  |
| Location          | Community Centre & Library, Spratton Road, Brixworth  |
| Office Attendance | Work from the Brixworth Library and Community Centre for a minimum of three days a week (3 x 5 hours). Some home working may be required dependent on Covid guidelines. |
| Weekly Hours      | 15 hours per week initially increasing to 20 hours per week in April 2022.  |

The pay scale is within the range of SCP 8 to 12 with a starting equivalent to £10.65 per hour.

### **Overall Purpose of Role**

The Administrative Assistant's main responsibility is to provide support to the Clerk in his/her duties to ensure the smooth running of the Parish Council.

Some evening work may occasionally be necessary. The post holder will cover for the Parish Clerk during periods of annual leave and must have the experience and confidence to deputise in this way.

### **Main Duties of the Post**

#### **Media & Communications**

Produce the parish council pages of the Brixworth Bulletin newsletter, and other required publicity. This will be in accordance with the Branding Guidelines and Communications Policies of the Parish Council.

Update and maintain the Brixworth Parish Council website and social networking media.

Ensure that all council policies are up to date and available online.

Maintain the Parish Council's noticeboard (s) ensuring that it is always up to date and relevant.

#### **Customer Contact**

Provide a front-line customer service from the Community Centre & Library dealing with all enquiries and responding to

these in a prompt and efficient manner. (Liaising with partners as and when necessary)

Respond to any formal requests for information

Respond to emails, web messages and social media direct messages and any other correspondence.

### **Meetings**

Assist in the preparation and distribution of meeting papers as required in accordance with the Council's calendar of meetings.

Organise the annual statutory meeting of the Brixworth Parish.

Take minutes of meetings as and when required.

### **Document Management**

Assist in the recording and storage of all the Councils minutes and legal records.

Scanning of all Council documents and disposing of documents in accordance with the document retention policy.

### **Administrative Tasks**

Administer the council's activities during the Clerk's absence

Booking training courses for both staff and Councillors

Carry out the monthly banking of receipts from the Community Centre.

Ensure the safe keeping of all keys for Council assets.

Providing general admin support to the Parish Clerk.

### **General**

Assist in the pursuance of the Parish Council Quality Mark.

Assist in the delivery of any of the Councils projects.

Assist the Parish Clerk in fulfilling the duties of the Parish Council

Undertake such duties appropriate to the post as directed by the Parish Clerk.

Undertake training courses relevant to the role.

| <b>Criteria</b>             | <b>Essential</b>   | <b>Desirable</b>  |
|-----------------------------|--|---|
| <b>Education</b>            | A good standard of education   | A relevant local government qualification<br><br>Willingness to study for the Certificate in Local Government   |
| <b>Experience</b>           | Previous administrative experience of a similar nature to the required duties  | Minute taking and servicing of Committees<br><br>Experience working in or with Local Government<br><br>Experience of partnership working with voluntary and private sectors |
| <b>Skills and Knowledge</b> | Ability to plan and effectively carry out own work schedule with minimal supervision   | Knowledge of Local Government   |
|                             | Proven ability to carry out a range of administrative tasks efficiently and to a high standard   |   |
|                             | Microsoft Word, Excel, PowerPoint, Publisher, and Outlook skills.  | Advanced skills. Experience in the use of Video Conferencing.   |
|                             | To be willing and comfortable with learning new systems and adapting to the changes within Parish Councils.  | Track record of continued learning and development  |
|                             | Experience of Social Media and updating Web Sites.   |   |
|                             | Customer Care – People skills including excellent communications skills and empathy.   | NVQ   |
| <b>Personal Qualities</b>   | Ability to work with a wide range of people with diplomacy and tact.<br><br>Strong interpersonal skills<br><br>Methodical and thorough approach to tasks | Problem solving abilities   |
| <b>Other</b>                | Availability to attend occasional evening meetings   |   |

December 2021