

# Portreath Parish Council

## Job Description and Personal Specification

### Administration Officer



PORTREATH  
PARISH COUNCIL

<b>Job Title:</b>	Administrative Officer
<b>Salary Range:</b>	LC1 (SCP 5-6)
<b>Hours:</b>	TBC
<b>Base:</b>	Portreath Parish Council Community Hub
<b>Responsible to:</b>	The Clerk & RFO
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> The Clerk, the Chairman and Vice Chairman of the Council, all Councillors  <u>External:</u> Cornwall Council, other organisation representatives, suppliers, general public, external support agencies, contractors

#### Main Purpose of Job

To support the Parish Clerk, and the Council by undertaking all such duties as are deemed necessary for the proper and effective operation of the Council.

The main purpose of the job is to provide the full range of administrative support as would normally be expected in a small office. Duties will often need to be shared, and leave, sickness and other absences will require mutual/flexible cover and substitution of responsibilities from time-to-time.

A full clean driving licence and your own transport are essential.

#### Main Duties and Responsibilities:

- To assist in the organisation and arrangements for meetings, including organising venues/refreshments, and contacting individuals regarding arrangements for meetings.
- Maintain and update all public notice boards within the Parish as required.
- To assist the RFO in processing accounts, salaries and comply with HMRC regulations.
- To assist in the management of the training records of staff and Councillors, reporting to the clerk any training needs that may require updating.
- To be responsible for the maintenance of electronic and manual records, reports and statistics as required. To ensure such records up to date and kept in accordance with Data Protection legislative requirements and to participate in maintaining back-up systems.
- To liaise with various suppliers and contractors in obtaining quotes for work or supplies required.
- To manage the Parish Council's website and social media accounts, producing news articles, publications/presentations, for the website, and associated social media pages. To assist with the production of the annual report.
- To support the Parish Council in wider administrative function by receiving correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring

such items to the attention of the clerk. To issue correspondence as a result of instructions of or the known policy of the Council.

- Planning, advertise, agenda, reports, check the weekly planning lists for applications that may have an effect on the parish. Download appropriate applications from Cornwall Council planning portal. Maintain a record of CIL payments.
- To ensure the provision of administrative support in respect of, daily diaries, incident reporting, staff sickness, post, Parish Council events.
- To Assist with the management of the Grant Scheme receiving and reviewing applications, seeking further information when required, liaising with applicants, staff and councillors.
- Assist with the management of the community hub, bookings, opening schedule, Coordinate and host meet the councillor sessions/surgeries and other community engagement events.
- Support the planning, preparation and smooth running of Parish Council events and activities including the Remembrance Day Parade, stewarding where appropriate
- Assisting the Clerk with stock control. Stationery levels, filing, photocopying and the maintenance of equipment.
- To obtain quotations for work being undertaken by the council.
- Assist the Parish Clerk in ensuring the legal, statutory, and other provisions governing or affecting the running of the Parish Council are met.
- Maintain storage of archives of the Council.
- To Support the maintenance of council assets/properties.
- To assist in the preparation of risk assessment and implement actions, assist with routine check and tests relevant to the parish council's assets.

*Please note this is not an exhaustive list of duties within this role and can be subject to changes when required.*

#### **General/Other**

- To meet and greet visitors in line with the Parish Council's procedure and receive and prioritise incoming telephone calls and deal with them appropriately.
- To provide a professional and confidential administrative service for the Parish Council including processing of correspondence, reports, publications, and other documents as required.
- To undertake and apply any training provided and maintain a forward-looking list of appropriate training.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To ensure that the Parish Council's needs are prioritised and to always have a clear sight of how this role impacts on the Parish Council and members of the public.
- To act as a Parish Council team member and provide support and cover for other staff where needs arise.
- To be aware of and adhere to all Parish Council policies and procedures.
- To ensure GDPR is complied with at all times.
- To undertake other duties appropriate to the post as required
- To act as a representative of the Parish Council as and when required

#### **The Successful Candidate Is Likely To Have The Following Attributes:**

- A flexible approach to day-to-day duties
- A great listener with excellent spoken and written communication skills
- Organised, versatile and resilient.

- Confidentiality (adherence to data protection and associated regulations is a requirement)
- Great at using your initiative to problem solve.
- Happy and able to juggle multiple tasks with great attention to detail.

Person Specification:	Essential	Desirable	Method of Assessment
Education and Training	<p>GCSE's or equivalent to include Maths &amp; English at a C (4) grade or above.</p> <p>Willingness to undertake training.</p> <p>A commitment to undertake the ILCA qualification. (Introduction to Local Council Administration)</p>	<p>A-level or equivalent qualifications.</p> <p>ILCA</p> <p>Typing and word processing certificates</p>	
Skills and Experience	<p>Minimum 2 years office experience.</p> <p>Good standard of practical knowledge, skills, and experience of working in an office environment</p> <p>The ability to communicate effectively with a broad audience via a range of different mediums.</p> <p>Ability to prioritise, multitask and work quickly and accurately.</p>	<p>Experience of working within local authority office or similar environment</p> <p>Experience of obtaining grants or funding.</p> <p>Experience with property, maintenance, and general asset management.</p>	
Skills Knowledge and abilities	<p>Helpful positive with a can-do attitude</p> <p>Able to work well as part of a team and independently.</p> <p>Good communication skills Strong organisational skills</p> <p>Able to always maintain confidentiality</p> <p>Ability to operate with impartiality in relation to any political matters.</p> <p>High level of accuracy and attention to detail</p>	<p>Knowledge of Local Government and procedures</p> <p>Knowledge of the Portreath Parish and the surrounding area</p> <p>Presentation skills</p> <p>Minute taking skills.</p> <p>Production of meeting agendas, reports, and meeting minutes.</p>	

	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults, children, and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p>	<p>Previous experience in diary management and procurement.</p> <p>Commitment to self-development.</p>	
IT	<p>A practical working knowledge of IT software applications, inclusive of Word, Excel and PowerPoint.</p>	<p>Experience in using design software such as Canva</p> <p>Experience with Meta Business Suite.</p> <p>Experience with YouTube.</p> <p>Experience of editing websites</p> <p>Experience in managing Social media accounts</p>	
Other	<p>Willingness to work evenings and weekends when required.</p> <p>Full driving licence</p>		

#### Special Conditions related to the post

The Parish Council is committed to safeguarding, promoting the welfare of the residents of the Parish of Portreath and to ensuring a culture of valuing diversity, ensuring equality of opportunities.

Successful applicants will need to undertake the following before commencing employment:

- Receipt of two satisfactory employer references one of which must be from your current or most recent employer.
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Parish Council and may be required to complete an enhanced Disclosure & Barring Service (DBS) check.

#### How to Apply:

To download an application pack please visit: [www.portreath-pc.gov.uk](http://www.portreath-pc.gov.uk)

	Please complete an application form in full and return to: <a href="mailto:clerk@portreath-pc.gov.uk">clerk@portreath-pc.gov.uk</a> or by post to the address below.
<b>Contact Details:</b>	Address: 16 Glenfeadon Terrace, Portreath, Cornwall, TR16 4JX Tel: 07722051928 Email: clerk@portreath-pc.gov.uk
<b>Closing Date:</b>	<b>TBC</b>  Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

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