

Job Title:	Parish Council Support Officer
Salary Range:	LC1 (SCP 5-6)
Hours:	Flexible to suite the needs of the business – 504 annualised (0.26FTE) <i>Monthly Average 42 hours</i>
Base:	Portreath Parish Council Office & Community Hub
Responsible to:	The Clerk & RFO
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> The Clerk, the Chairman and Vice Chairman of the Council, Chairman of the Staffing Committee, 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 necessary for the effective operation of the Council. The postholder will provide administrative, community, and facilities support, ensuring the smooth running of the Parish Council office and community hub, and maintaining a safe, clean, and welcoming environment for all users.

Main Duties and Responsibilities:
Administration & Communications Provide a full range of administrative support, maintaining accurate and confidential records in line with data protection legislation. Organize meetings, venues, refreshments, produce and distribute agendas and minutes. Manage correspondence and communications, bringing items to the Clerk's attention as required. Assist in maintaining the Parish Council's website and social media accounts, and contribute to the annual report. Support financial administration under the guidance of the RFO, including quotes, invoices, and grant applications. Maintain staff and councillor training records and report any required updates. Community Hub & Events Support Assist with the management and bookings of the Community Hub. Coordinate and host community engagement events, support the planning and running of Parish Council events, such as the Remembrance Day Parade. Prepare rooms and facilities for meetings and events, ensuring areas are left clean and tidy. Facilities, Cleaning, and Health & Safety Maintain a clean, safe, and welcoming working environment within the Parish Office and Community Hub. Carry out light cleaning, tidying, and restocking of facilities as needed. Undertake and record routine health and safety checks of Parish Council premises and assets, including fire safety, first aid, and equipment inspections.

Maintain accurate inspection and maintenance records and promptly report hazards or defects.
Liaise with contractors and suppliers for repair or maintenance works as directed by the Clerk.
Ensure compliance with all relevant health, safety, and hygiene regulations.

4. Governance and Compliance

Assist the Clerk in ensuring the Council meets all statutory and legal obligations.
Support preparation and review of risk assessments and implementation of safety actions.
Ensure GDPR compliance and uphold confidentiality in all duties.

5. General Duties

Greet visitors, handle enquiries, and manage telephone calls professionally.
Provide support and cover for colleagues as needed.
Undertake training and self-development relevant to the role.
Attend meetings and community events as required, including some evenings and weekends.
Represent the Parish Council positively and uphold its values at all times.

Please note this is not an exhaustive list of duties within this role and can be subject to changes 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.
- 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	GCSE's or equivalent to include Maths & English at a C (4) grade or above. Willingness to undertake training and ILCA qualification	ILCA qualification on equivalent Typing and word processing certification	
Skills and Experience	Experience working in an office or administrative environment. Strong organisational, multitasking, and communication skills. High attention to detail and accuracy. IT literacy (Word, Excel, PowerPoint, email, and file management).	Experience in local government or community settings. Experience maintaining facilities or completing safety checks. Experience managing social media, websites, or digital content.	
Knowledge and abilities	Positive and proactive attitude. Ability to work independently and as part of a team.	Knowledge of the Portreath Parish and the surrounding area	

	Confidentiality and impartiality in all matters. Understanding of safeguarding and equal opportunities. Tact and diplomacy when dealing with members of the public		
Other	Willingness to work evenings and weekends when required.	A full clean driving licence, access to own transport.	

Special Conditions related to the post

This post is subject to satisfactory references, verification of qualifications, and an enhanced DBS check. The Parish Council is committed to safeguarding and promoting the welfare of residents and ensuring equality of opportunity.

How to Apply:	To download an application pack please visit: www.portreath-pc.gov.uk Please complete an application form in full and return to: clerk@portreath-pc.gov.uk or by post to the address below.
Contact Details:	Address: Portreath Parish Council Office & Community Hub, Sea Front, Portreath, Cornwall, TR16 4NN Tel: 07722051928 Email: clerk@portreath-pc.gov.uk
Closing Date:	TBC <i>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.</i>