

Coxhoe Parish Council



POST: Administration Officer

RESPONSIBLE TO: The Clerk to the Council

SALARY: Scale Point 5 (£18,795 PRO RATA, £9.74 PER HOUR)

20 HOURS PER WEEK

Coxhoe Village Hall, Coxhoe, Durham

Purpose of the Job

To undertake a range of clerical and administrative duties in support of the efficient and effective delivery of Parish Council services. The duties of the post are numerous and whilst the following list is not meant to be totally comprehensive, it can be used as a guide to the nature and role that the post plays in the overall administration of the Parish Council.

Main Duties and Responsibilities

1. To undertake general housekeeping duties with regard to the Council's office, including reception duties and key holding, and working co-operatively with Village Hall staff and volunteers.
2. To ensure effective communications, both written and verbal with all relevant parties, including members of the public, council employees, Councillors and suppliers.
3. Dealing with general enquiries including face to face, over the telephone and email.
4. To provide a general administrative and typing service including typing correspondence, reports, spreadsheets, invoices and using databases.
5. To undertake or support the Council's accounts and payroll processes in a timely and effective manner, including all end of year returns and working within the Parish Council's Financial Regulations.
6. To assist in the preparation of the Parish Council's Chronicle.
7. To support publicity of Parish Council activities including creating and circulating publicity and posters, keeping noticeboard content refreshed and updating the Parish Council website and social media as required.
8. To assist with organising and delivering events including arranging refreshments, booking suppliers, dealing with the public and assisting with the practical organisation and delivery of events including the parish Council's Fireworks Display.
9. To undertake and prepare the recording of minutes of Parish Council meetings, including public meetings, where required.
10. To utilise and maintain Parish Council computer records.
11. To deal with incoming/outgoing mail, including e-mail.
12. To attend meetings when required including attendance at some evening meetings.
13. To utilise the Parish Council's database packages and specialist computer software.
14. Checking of invoices both in/out and inputting to the Council's accounts package, and chasing payment of invoices where necessary.
15. To prepare payments for authorisation and despatch and to receive, check and bank money
16. To hold a Parish Council credit card if required and undertake the necessary processes to purchase goods and services.
17. To assist with seeking quotes and documents from suppliers and contractors.

18. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post, including the ILCA (Level 2 Introduction to Local Council Administration).
19. To understand and work within the Parish Council's policies and procedures including promoting equality and diversity and data protection.
20. To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Clerk to the Council.
21. To work flexibly including evening and weekend work.

Health & Safety

1. To fulfil the post holder's duties in relation to Health and Safety requirements.
2. Ensure a safe working environment for yourself, your colleagues and members of the public who visit the Council Office.
3. Act in a responsible way with due regard for your own health and safety.
4. To ensure the office is clean, tidy and welcoming to visitors.
5. To be fully conversant with emergency procedures.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	a) Good standard of education including at least 5 GCSEs or equivalent, including maths and English at Grade C or above. b) Clerical, administrative and/or business administration qualification.		Application form & Certificates
EXPERIENCE	a) Using IT systems and packages in particular Microsoft Office. b) Working as part of a team and on own initiative. c) Responding to queries and problem solving. d) Setting up and maintaining manual and electronic filing systems. e) Diary management and appointment booking using manual and computerised systems. f) Experience of minute taking and accurate recording of meetings.	a) Local Government experience. b) Facilities management. c) Experience of assisting with or organising events.	Application Form, Interview
SKILLS & ABILITIES	a) Ability to demonstrate a methodical, organised and flexible approach to work, in a role which may develop and require new areas of work to be undertaken within the Parish Council as it responds to community needs. b) Effective verbal and written communication skills. c) Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, and establishing and maintaining effective working relationships, with a professional approach. d) Ability to plan, organise and prioritise workload to meet deadlines. e) Ability to maintain a high level of confidentiality at all times. f) Experience of working in partnership with other agencies. g) Ability to work as a team member and autonomously. h) Have sound written, communication, administration and IT skills, and experience of using social media. i) Ability to use/learn to use Council systems and specialist computer software, for example the accounts system, risk assessment package and internet banking. j) Have a readiness to seek help where appropriate, and keep relevant others informed of progress or difficulties. k) Be committed to maintaining and promoting the high standards expected within Coxhoe Parish Council as an equal opportunities organisation.	a) Experience of using Publisher. b) Experience of updating websites and using content management systems.	Application form, Interview, References
BEHAVIOURS/ PERSONAL QUALITIES	a) Commitment to providing a high quality service. b) Self-motivated and professional with the ability to remain calm under pressure. c) Willingness to undertake relevant training. d) Ability to achieve tasks within time constraints and see tasks through from start to finish.		Application form, Interview
KNOWLEDGE & UNDERSTANDING	a) Computer literate with a working knowledge of Microsoft Office packages. b) Knowledge of data protection legislation. c) Have a good knowledge of Health and Safety requirements.	a) Knowledge of legislation relating to Local Government.	Application form, Interview