

JOB DESCRIPTION

Job Title: Administrative and Communications Officer

Reports to: Town Clerk

Salary: SCP 22 – SCP 26

Starting point £21,487 p/a (pro-rata of 40 hour week) + Local Government Pension Scheme

Hours: 20 hours per week per person (2 job share posts available)

Post 1: Monday to Wednesday AM. Post 2: Wednesday PM to Friday

Evening and weekend working required

Main purpose of the post: To actively contribute to a highly effective local council, which has a reputation for innovative thinking and leading the way in how it delivers services to the community. Operating efficiently, the postholders will manage a comprehensive work programme with a focus on continually enhancing the service provided to our residents.

Responsibilities

1. Support the democratic functions of the Council, including minuting meetings
2. Provide an outstanding administrative service, particularly in the areas of mooring management, allotments, and planning.
3. Raise the profile of the Council through handling enquires in a timely and professional manner
4. Promote and co-ordinate bookings for the excellent facilities available within the town
5. Develop and maintain the Council's Social Media presence, proposing new and exciting ways to engage with the community
6. Identify, prepare, and develop community initiatives to meet the objectives of the Council
7. Further the links with local newspapers, radio stations, and magazines
8. Assist with the organisation of Council led events, and attend each of these events as a central point of contact and activity
9. To compile and assist in the production of newsletters, leaflets, and posters
10. To assist with the smooth operation of the office, anticipating needs, liaising between teams, and managing diary commitments.
11. Progress the Council's new website and mobile app to ensure it remains a relevant and highly regarded local resource
12. Assist the Responsible Financial Officer as directed
13. Commit to continued professional development
14. Undertake any additional tasks or duties requested by the Town Clerk or Council

Person Specification

	Essential	Desirable
Education	Relevant Qualification or relevant experience	Certificate in Local Council Administration Further qualification in business administration, customer service or administrative management – NVQ 3 or equivalent
Key Knowledge	Experience of working within local government Understanding of local government context locally and regionally	Understanding of public sector partnership working
Relevant Experience	Has considerable experience in engaging with members of the public Has significant administrative experience and organisational skills Has significant experience in at least ONE of the following: <ul style="list-style-type: none"> • Event management • Communications • Development planning Ability to adapt to different working styles and approaches Ability to work on own initiative, work under pressure and to tight deadlines Ability to provide flexible solutions and approaches to issues Has excellent IT skills	Ability to write in shorthand Finance experience Graphic design experience Experience with website editing

Key behaviours	<p>Takes Ownership – seizes opportunities and engages with the Council’s objectives</p> <p>Works Collaboratively – develops relationships and works to earn the respect of the community</p> <p>Communicates Effectively – open to conversation and uses simple, clear, and open language</p>	
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