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# Job Description

**Administrative Assistant**

Responsible to: Assistant Town Clerk

Grade: SCP 5-6

Hours: 31 hours per week

**1. Job purpose**

To provide efficient and effective administrative support to the Council offices.

**2. Areas of Day-to-Day Responsibility**

General Enquiries

Overall Office Administration (incl. 37 Church St. room bookings)

Projects & Facilities Administration (incl. Beach Hut Rentals & Sales admin)

Communications

Meetings

Sponsorship of Council facilities (Memorials, Plaques, Trees, Planters)

1. **Duties**

Enquiries

1. A first point of contact for dealing with incoming queries from members of the public and outside organisations whether by email, over the phone or face to face.
2. Responsible for ensuring incoming queries are followed through to completion, working with other members of staff where needed.

Office Administration

1. Responsible for the general upkeep of the office, photocopier, post room and meeting rooms.
2. Responsible for the ordering of stationery and its stock control, along with other ad hoc purchases as required.
3. Responsible for managing the Council’s central filing system, electronic filing system, contact address book and Office Information Pack, among others.
4. Processing the incoming and outgoing post on a daily basis.
5. Supporting the relevant Officer with the maintenance and management of a comprehensive calendar of events and activities.
6. Main point of contact for the booking of rooms within 37 Church Street and overseeing preparations for bookings.

Projects and Facilities Administration

1. Responsible for carrying out administrative tasks of the Projects and Facilities Team as and when required.
2. Day to day responsibility for the Council’s Beach Hut rentals and sales lists, ensuring that every changeover of ownership or rental is carried out smoothly.
3. Day to day responsibility for the Council’s Memorials projects and assets; to include, but not limited to, benches, trees and plaques.
4. Day to day responsibility for the Council’s Sponsorship projects and assets; to include, but not limited to, The Shoal, Beach Garden, Plaques, Martello Entertainments Area and other new assets of the Council’s.
5. To assist the Projects and Facilities Team in the organisation of Council events; including assistance in planning and preparations, arrangement of any required equipment, publicity, volunteers and any other assistance required.
6. To support the Projects and Facilities Team in ensuring all administration, records and documents are completed and available for each Council event.
7. If necessary, to assist at Council events to provide support on the day, as and when available to do so.

Communications

1. Assisting with monitoring the Council’s website and social media accounts to ensure information is up to date, contact from members of the public through the sites is being responded to and helping ensure these sites are fully functional for the Council.
2. Writing and/or the circulation of press releases as and when required with regards to Council news, events, services or civic updates.
3. Writing and monitoring of surveys for public use and collating information.
4. Liaising with third parties and external contractors or agencies, where necessary.

Meetings

1. Assisting with the preparation and distribution of agendas for public meetings.
2. Arranging the agendas for weekly staff meetings and note-taking.
3. Attendance at occasional evening meetings (where other staff are unable to do so) to take and produce minutes from.

Miscellaneous

1. Using initiative to suggest new methods and/or ideas for increasing the effectiveness and/or the marketing and communication of the Council.
2. Working flexibly to meet the needs of the role and any other tasks asked within the scope and remit of the post.

Written: November 2019