

JOB DESCRIPTION

PART-TIME ADMINISTRATOR TO ENDERBY PARISH COUNCIL

This role is to provide administrative support to the Clerk and Deputy Clerk, as part of a team or individually.

To co-ordinate and implement office procedures and take responsibility for specific projects and tasks.

This role requires good written and oral communication i.e. word processing, typing and IT in addition to good organisational and presentational skills, and the ability to multi-task and work well under pressure.

Skills Required

- Strong organisational skills;
- Presentation skills and attention to detail;
- The ability to plan your own work, work on your own initiative and meet deadlines;
- The ability to manage pressure and conflicting demands and prioritise tasks and workload;
- Oral and written communication skills;
- Tact, discretion and respect for confidentiality;
- A pleasant, confident telephone manner;
- Teamwork;
- Reliability and honesty;
- Project management skills

Overall Responsibilities

- Word processing - including Microsoft Word, Outlook, Powerpoint, Excel Access etc. to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases;
- Letter writing;
- Dealing with telephone and email enquiries relating to the Council's facilities;
- Creating and maintaining filing systems;
- Using content management system to maintain and update websites and internal databases;
- Managing and maintaining budgets, as well as invoicing;
- Attending meetings and taking minutes;
- Keeping diaries and arranging appointments;
- Liaising with colleagues and external contacts (including the general public);
- Ordering and maintaining stationery and equipment;
- Organising and storing paperwork, documents and computer-based information;
- Photocopying and printing various documents, sometimes on behalf of other colleagues;

- Manipulating statistical data;
- Arranging in-house and external events.
- Overseeing a bookings schedule and formulating rotas for Caretaking staff in consultation with the Clerk/Deputy Clerk.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with the Clerk/Deputy Clerk, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. *Other than where such duties have been delegated to another Officer.
4. *To attend meetings of the Council and its committees and sub-committees as required. *Other than where such duties have been delegated to another Officer.
5. *To receive 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/Deputy Clerk. To issue correspondence as a result of instructions of, or the known policy of the Council.
6. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
7. *To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with the Clerk/Deputy Clerk and to produce reports for circulation and discussion to the Council. To draw up both on his/her own initiative proposals for consideration by the Council and advise on practicability and likely effects of specific courses of action.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To attend training courses or seminars as required by the Council.
10. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.