**Job Description**

**Administration and Community Events Officer**

**Job Title**: Administration and Community Events Officer

**Place of Work**: Marshlands Centre, Harbour Road, Seaton

**Reports to**: Town Clerk

**Salary**: SCP8-12 (£19,945 to £21,589 pro rata)

**Status**: Permanent Contract

**Days of week**: Monday to Friday

**Hours of work**: 18 hours a week, over 3 days to be agreed, with flexibility due to the demand of the role

**Summary of Role:**

* To provide efficient and effective general administrative support to Seaton Town Council.
* To assist and support the Town Clerk, as part of a small team, taking ownership of specific Council schemes and projects and carrying out duties to ensure the efficient and effective running of the Council.

**Key Responsibilities:**

General Administration

1. General administration - to undertake general administrative

duties, as part of a team, including dealing with telephone calls, postal and email communications, assisting members of the public, filing and general correspondence.

1. Reception – acting as first point of contact for dealing with incoming queries from members of the public and outside organisations, whether by email, telephone or face to face.
2. Record keeping - responsible for logging incoming queries and ensuring that they are followed through to completion and working with other members of staff as required.
3. Office Maintenance & Bookings - responsible for the general upkeep of the office, photocopier, function and meeting rooms; also management of bookings and invoicing for function room at Marshlands.
4. Office Supplies - responsible for the monitoring and ordering of stationery and office equipment, as necessary.
5. Responsible for managing the Council’s central filing system, electronic filing system and contact address book. Ensure that all records are held and destroyed appropriately so as to ensure that the Council meets its obligations in respect of the Data Protection Act

Finance

1. As instructed by the Clerk, to assist on basic financial administration such as issuing customer invoices for goods and services, including follow up of unpaid invoices and referral of bad debts.
2. Regular banking of cash and cheques received.
3. Seeking the most advantageous purchasing terms and quotations for the Council and reporting to the Clerk accordingly.
4. Assist in the preparation of spreadsheets, reports and correspondence as required.

Community

1. As instructed by the Town Clerk and as part of a team, to assist, and where appropriate take responsibility for the organisation and administration of community events and other projects, as and when required, such as (but not exhaustively):

* Christmas Lights Switch On & Markets
* Seaton in Bloom
* Big Clean
* Artisan & Festival Markets
* Art in Gardens
* Remembrance Sunday
* One off special events (eg. VE Day)

1. Arranging for the installation of memorial benches and liaising with bereaved families
2. Management of Council Equipment – responsible for liaising with local groups and charities regarding the hiring of Council equipment, such as gazebos, van and gardening tools
3. Allotment Management (including liaison with the Allotment Volunteer Management Group, inspections, maintenance of the Allotments Register; allocate vacant plots and issue new tenancy agreements for allotment plots, issue annual invoices for rental

Communication

1. To work with the Town Clerk and colleagues to ensure that the Council’s website, Facebook, Twitter and any other social media feeds are kept up to date and to ensure that a Council response is given where appropriate.

Other

1. To undertake such other duties as may be required from time to time commensurate with the level of the post.
2. To work flexibly to meet the needs of the post, including supporting committees in the preparation of agendas and minutes, under the oversight of the Town Clerk.

**Standards Expected of All Staff**

As an employee of Seaton Town Council, you will always:

* Be fair, courteous and respectful
* Be accountable for your acts and decisions
* To take part in the appraisal process on an annual basis
* Have responsibility for your own personal development
* Contribute and seek continual improvement in performance and that of the Town Council
* Comply with the rules, regulations, policies and procedures, standing orders and financial regulations of the Council
* Strive to achieve the standards set for service delivery
* Ensure property and equipment is used properly and cared for
* Ensure the proper safety of officers, Councillors and the public when visiting Marshlands or any other Council property, taking action (or reporting to the Town Clerk) to remedy defects and dangers

1 April 2020