

Perranzabuloe Parish Council

Job Description

Role Title: Admin Officer
Main Location: Perranzabuloe Parish Council offices (with some home working)
Responsible to: Perranzabuloe Parish Council
Line Supervisor: Clerk to the Parish Council
Hours of Work: 37 hours per week

Role Purpose:

The Admin Officer will assist the Clerk with the day-to-day running of the Parish Council by providing general administrative support.

Main Duties and Responsibilities:

- a. Be responsible for all general office duties, including filing, archiving, back-up of computer data, photocopying, shredding, laminating, dealing with incoming and outgoing mail and the ordering of stationery and general office supplies
- b. Collate and circulate meeting agenda papers
- c. Provide support for the Planning Committee: download planning applications to prepare for committee meetings, preparation and circulation of agendas, attending and servicing committee meetings including taking minutes
- d. Assist the Clerk with administration of any projects and working groups as required
- e. Answer incoming telephone calls and deal with them as far as possible or re-direct when necessary
- f. Assist the Clerk with the facilities management of the parish council offices
- g. Attend training courses as directed
- h. Maintain Health & Safety records for contractors
- i. Undertake bookings for the hire of the parish council offices
- j. Manage permits for car park and beach vehicle access
- k. Maintain and update Parish Council web site and help to monitor Twitter account
- l. Produce Parish Council newsletter in consultation with the Clerk and members
- m. Have responsibility for day-to-day IT administration and backups
- n. Administer allotments (once established) and carry out inspections
- o. Provide training to new office staff and manage work experience placements
- p. Organise hospitality arrangements for council meetings and events
- q. Produce Annual Report and reports to committees when required
- r. Make arrangements for installing memorial benches and dedications
- s. Manage applications process for events on the beach and maintain events calendar
- t. Undertake research and project work as required
- u. Post meeting agendas on Parish Council notice boards
- v. Management of faulty street lights for the parish
- w. Arrange weekly inspections for play equipment
- x. Be willing to support the Parish Council library in Perranporth and undertake any relevant training
- y. Suggest any areas where 'best practice' or changes could be introduced to the Parish Council processes, and report these to the Clerk
- z. Observe restrictions relating to national health incidents, eg pandemic

March 2021