



ADMINISTRATION ASSISTANT

Job Description

Overall Responsibilities

Providing administrative support to the Clerk and Council Officers.

Answering telephone calls and directing calls and other correspondence to the appropriate officers. Dealing with enquiries from the public about council services/activities and referring to Council Officers, or to other agencies/services where appropriate.

Scheduling, booking, and setting up meetings, both online and in person. Taking meeting minutes.

Maintaining office supplies.

Specific Statutory Responsibilities

1. Contributing to the observation of legal, statutory, and other provisions governing or affecting the running of the Council.
2. Collating and issuing, in consultation with the Clerk, agendas for meetings of the Council and Committees, and preparing minutes for approval for those areas of work delegated.
3. Uploading agendas and associated papers to the Council's website in line with the legal provisions that govern the Town Council.
4. Attending Council meetings, as required, and preparing the minutes.
5. Maintaining the official file of the minutes of meetings in line with legislation.
6. Receiving correspondence and documents on behalf of the Council and bringing such items to the attention of the Clerk, and/or Council Officers.
7. Issuing correspondence following the instructions of the Clerk.
8. Acting as a representative of the Council as required.

Statutory Financial Responsibilities

1. Assisting the Clerk, in preparation for the annual budget, with estimates of expenditure in respect of office supplies.
2. Receiving invoices for goods and services to be paid for by the Council, and ensuring such accounts are passed directly to the Clerk.
3. Issuing invoices on behalf of the Council, as directed by Council Officers, and entering data to maintain a system of control.
4. Issuing purchase orders on behalf of the Council, as directed by Council Officers, and entering data to maintain records.
5. Ensuring that an annual office equipment inventory is in place.
6. Contributing to ensuring financial efficiencies are sought, ensuring value for money.

Service and Administrative Responsibilities

1. Assisting in the efficient running of the Town Council office, reviewing and monitoring systems, processes, and procedures, and updating where appropriate. Making best use of appropriate information technology.
2. Assisting in the administration of the Council's website and social media presence, with specific responsibility for ensuring statutory information relating to Council meetings and decisions are uploaded and available.
3. Receiving planning notifications and decision notices and sharing with Cllrs, as delegated by the Clerk.
4. Organising and setting up meetings both internally and externally, in person and virtual, issuing invites and booking rooms.
5. Receiving, recording, and reporting issues with Town Council assets, and ensuring these are passed to the Assets and Facilities Manager.
6. Receiving, recording, and reporting issues with service delivery provided by partners or contractors, and ensuring these are shared where appropriate.
7. Assisting in the organisation and delivery of Council events, and Council supported events. *As listed.*
8. Acting as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being one of the Council's public-facing contacts.

Other Responsibilities

1. Attending training courses and seminars that support the role, and that contribute to personal and professional development.
2. Keeping updated records of time, annual leave, and travel, to support time time-off in lieu (TOIL) and mileage reclaims.
3. Carrying out any other relevant duties which may be assigned from time to time by the Council.

Functions & Services

❖ Play Areas

- Aintree Close
- Alexandra Road
- Bywell Road
- Epsom Drive
- North Seaton Colliery
- Paddock Wood
- Peoples Park
- Seaton Vale
- Shire Farm Close
- Warren Court

- ❖ Allotments
 - Green Lane
 - High Market
 - Hirst East End
 - North Seaton Colliery
 - Seaton Hirst
 - Wansbeck Road
 - Woodhorn Road
 - Nursery Park
- ❖ Bus Shelters
- ❖ Litter Bins
- ❖ Christmas Lights
- ❖ Environmental Facilities
 - Station Road Planting
 - Planters
 - Gateway Signs
- ❖ Tree Planting Schemes
- ❖ Ashington War Memorial
- ❖ Ashington Miner's Wheel
- ❖ Jack Charlton Statue & Ashington's Footballing Heritage Boards
- ❖ CCTV Station Road
- ❖ CCTV People's Park and Paddock Wood

Events

- ❖ Ashington Community Fayre Day
- ❖ Christmas Lights Switch-On
- ❖ Miners' Memorial Picnic
- ❖ Climate Change –
 - Great Big Green Week
 - Keep Britain Tidy Litter Picks
- ❖ Remembrance Day Parade and Service

Person Specification

	Essential	Desirable
Qualifications	<p>Good general education demonstrating numeracy and literacy; GCSE (or equivalent), including English and Mathematics (A-C/9-4 or equivalent)</p> <p>Commitment to complete study for ‘Introduction in Local Council Administration’ (ILCA)</p>	NVQ Level 3 (or equivalent) in Business Administration, or commitment to work towards
Skills	High quality written and verbal communication skills, able to exchange information verbally and in writing to others	Proactive in communication development and improvement
	Promotes equal opportunities and diversity in all aspects of work	Taking and writing-up minutes
	Always maintains strict confidentiality and professionalism	
	Works efficiently and effectively to time measured tasks	
	Recognises when situations/queries need to be sign-posted or referred	
	Able to organise and prioritise workload	
	Able to work independently within recognised procedures whilst using own initiative	
Knowledge/ Experience	Can provide high-quality and accurate administrative support	Assisting with functions and events
	Can produce professional and timely documents and correspondence	Uploading to website
	Good working knowledge of Microsoft Office Word, Excel, PowerPoint, and Teams (or equivalent)	Uploading to a social media page
	Can maintain a professional on-line presence via website(s) and social media platform(s)	Advanced working knowledge of Microsoft Office (or equivalent)
		Local Government Administration
Personal Qualities	Able to work within strict codes of conduct, policies, and procedures	
	Able to establish good working relationships with wide-ranging people	
	Self-motivated and resourceful	
	Excellent organiser	
Other Requirements	Able to attend regular evening meetings (monthly)	
	Able to work occasional weekends for Town Council events	