

BINFIELD PARISH COUNCIL

JOB DESCRIPTION (Approved 12 October 2021)

TITLE: Administrative Officer x 2 – Council Admin Officer; Amenity Admin Officer

Binfield Parish Council is seeking to recruit two administrators to work part time in its busy parish office.

JOB PURPOSE(s): These roles will act as first point of contact for all queries to the Parish Office and ensure the smooth running of parish office processes such as the preparation of agendas and minutes; managing the parish office diary and providing outbound communications such as the Parish Website, social media activity, Binfield Beacon entry and correspondence with community groups and individuals.

Specific duties will be allocated to each role, as outlined below, with one role having a Council/Finance bias and the other an Amenity/Allotment bias. Both roles will report to the Parish Clerk but also work with the Responsible Financial Officer (RFO) and, in particular, for the Amenity Admin role, the Amenity Officer.

HOURS: 15 hours per week to be typically worked from 8.45am to 1.45pm Monday to Wednesday or Wednesday to Friday. However, flexible hours can be considered subject to officer cover. May occasionally include some evening and/or weekend work (e.g. to attend key meetings or events)

GENERAL DUTIES (BOTH ROLES) WILL INCLUDE:

- Ensure all correspondence (letters, emails), telephone calls and personal callers are dealt with or routed efficiently and effectively in a friendly and engaging manner.
- Ensure action logs are updated following Council and Committee meetings and keep records of progress from initiation through to completion.
- Day to day Parish Communications with residents (via website, social media, noticeboard), community organisations (email / database of contacts, letters etc), Councillors and other stakeholders and be able to sign-post residents to other organisations.
- Engagement with community groups and keep up to date records of current community facilities across the Parish.
- Other administrative duties such as filing, stationery management, copying, stock inventory.
- Other duties as may be assigned

COUNCIL/GENERAL SPECIFIC DUTIES WILL INCLUDE:

- Prepare Agendas for meetings, keeping meeting files up to date, preparing reports and tracking all correspondence to be reported to Councillors.
- Enter invoices for payment, producing financial records or compiling reports of expenditure linked to agreed actions
- Manage all or part of the Parish events programme
- Develop (where required) and maintain records for activities such as:
 - Parish Grants programme
 - Planning records
 - Fixed asset register including maintenance plans and schedules
 - Councillor Register of Interests
- Write reports of action taken and/or to seek approval for work to be carried out.
- Support groups such as the Neighbourhood Action Working Group with tracking data from the data logger.

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- Manage Room Bookings including keeping accurate keyholder records, ensuring invoicing information is up to date, chasing payment etc.
- Take ownership of Parish Communications – develop website content, ensure social media is populated, track engagement and report on levels of engagement. Ensure all policies, minutes etc on the website are up to date and accessible.

AMENITY/ALLOTMENT SPECIFIC DUTIES WILL INCLUDE:

Open Spaces

- Ensure the Open Space Work Programme is carried out and costs correctly invoiced. Seek quotes where required for tasks that fall out of the work programme.
- Maintain an update report to share with the Amenity Committee on a bi-monthly basis to advise of work due to be undertaken/completed.

- Keep records of any chemicals used in public areas

Allotments

- Manage allotment records including waiting list and current holders list and rent records for three allotment sites.
- Work with the Responsible Financial Officer (RFO) to issue allotment rents renewals
- Track all allotment expenditure and, with the RFO, provide an annual overview of all allotment costs to the Amenity Committee to enable rents to be set ahead of renewals.
- Deal with any allotment issues that arise (allotment holder correspondence etc)

Play Equipment & other Assets

- Maintain records of play equipment safety checks and report any issues for resolution. Where required, seek quotes for repair/replacement and provide reports to secure approval from the Amenity Committee for repair/replacement. Arrange for an annual, independent review of all play equipment and, in conjunction with the Clerk and Amenity Committee, manage the execution of any recommendations contained within the independent review

Trees

- Maintain records of bi-annual, independent Tree Survey and, in conjunction with the Amenity Officer and Amenity Committee, manage the execution of any recommendations contained within the independent review. Seek quotes and suitable approvals for all work carried out to trees.

FINANCIAL PACKAGE

These roles are assessed as admin support and, as such, an hourly rate of £11.81 is offered.

This is an annual salary, taking account of hours worked, of circa £9,212.

Pay Awards are considered annually and, if awarded, will apply from 1 April each year.

In addition, the role is offered with the **Local Government Pension Scheme**.

Both roles have the opportunity to attend relevant training opportunities such as the Introduction to Local Council (ILCA) certificate.

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PERSON SPECIFICATION A = assessed on application; I = assessed at interview

Council Administrative Officer & Amenity Administrative Officer.		
	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> Minimum 5 GCSE's at Grades A*- C (Maths and English essential) (A) 	<ul style="list-style-type: none"> A Level or higher; (A)
Knowledge, abilities, skills, experience	<ul style="list-style-type: none"> Ability to write clear and accurate reports and correspondence (A/I) Clear verbal communicator, able to work with a wide variety of people effectively (A/I) Competent user of IT systems (Office365); good general IT awareness including use of web & social media (A/I) Experience of organising events & functions (A/I) Experience working in a small team (A) Understanding of Risk Assessments & Mitigation Plans (A) 	<ul style="list-style-type: none"> Understanding of the workings of the various tiers of local government (I) Ability to take clear and accurate minutes of meetings (I) Experience of working with Councillors (I) Experience of Amenity areas and their maintenance (I) Understanding of Health & Safety requirements (I)
Work-related personal requirements	<ul style="list-style-type: none"> Well organised (A/I) Able to prioritise workload and adapt to changing environment (I) Excellent communication & customer service skills (A/I) Willingness to undertake training (I) Able to maintain good relationships with Councillors, public, contractors. (I) Self-reliant and self-motivated (I) Degree of flexibility around working hours (I) 	<ul style="list-style-type: none">
Other work requirements	<ul style="list-style-type: none"> Able and willing to work specified and some ad hoc evenings as required. (I) Ability to travel within Binfield and, occasionally, Bracknell Forest for work related meetings and events (I) 	<ul style="list-style-type: none"> Driving licence and car owner (I)