

Yateley Town Council – Administrative Officer Job Description

Salary & Hours of Work

- The post is offered within the National Joint Council Spinal Column Point range 4 – 9 (£9.55 - £10.54 per hour) depending on experience.
- Part-time - 21 hrs per week, 9.00am to 4.30pm, 3 days per week (must include Wednesday & Friday).
- 23 days annual leave plus bank holidays pro-rata.
- The post is pensionable.

Role Profile

- To provide a range of administrative support to the Town Clerk and Council.
- To assist the Town Clerk, Assistant Town Clerk and Council Members in the production or preparation of information required for carrying out Council business.
- To organise the administration of the Council's facilities.
- To work with the office team to ensure the efficient administration of the Town Council.
- To deal with general enquiries and correspond with members of the public and the Council's partners and refer them to other agencies / services, where required.
- To prepare, under the direction of the Town Clerk, notices, promotional material, social media posts and adverts about the Council's activities or decisions.
- To undertake any additional tasks, responsibilities and functions as may be required by the Council commensurate with the post, as delegated by the Town Clerk.

Specific Duties

- Reception / General Administration
 - Manning reception desk.
 - Resolving simple general enquiries, where possible.
 - Answering phone, office emails, opening post, filing and other general administrative duties.
 - Processing banner applications.
 - Photocopying, printing and laminating.
 - Copying and posting Council paperwork for Council Members.
 - Ensuring that Council agendas and posters are published on the Council's noticeboards.
 - Archiving.
- Hall Bookings
 - Processing bookings for casual and regular hire.
 - Receiving and recording hall hire monies.
 - Sending out hall booking confirmations.
 - Dealing with general hall hire enquiries.
- Tennis, MUGA & Other Sports Provision
 - Processing bookings for the sports facilities.
 - Issuing season tickets.
- The Green
 - Booking events on The Green (May Fayre, Fun Fair, circus etc)

- The Mayor's Charity
 - General administration for the Mayor.
 - Organising the Mayor's events and calendar.

- Communications
 - Production of biannual newsletter & liaising with printers.
 - Updating and production of Town Guide.
 - Updating website content and Twitter / Facebook postings.
 - Posting community notices online and on noticeboards, where required.

- Yateley Common Management Committee
 - To provide administrative support for the Committee.
 - To issue meeting agendas and reports.
 - To attend Committee meetings three times per year (in the evening)

- Office Supplies
 - Monitoring stationery and cleaning supplies and reordering, as required.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.

March 2019