



JOB DESCRIPTION

Job Title:	Administration Officer
Salary:	SCP12 - £26,421 (pay award pending)
Responsible to:	Graham Flexman, Town Clerk
Line Managed by:	Theresa Elliott, Assistant Town Clerk
Hours of Work:	37 hours per week, with attendance at regular committee meetings (start 6.30pm)
Contract Type:	Permanent
	NJC Terms and Conditions

Person Specification

Minimum Level 5 GCSE passes. Some knowledge of committee administration and basic office process.

Abilities Skills and Knowledge

- Excellent interpersonal skills, in particular the ability to communicate with a diverse range of people both within the organisation and external.
- Proficient in the use of MS Office products, including Word, Excel, Outlook.
- Ability to set up remote and physical meetings, using above tools and Zoom.
- Ability to communicate clearly in writing, with good presentation skills to a wide range of audiences
- Ability to work to strict deadlines
- To be comfortable and accurate in invoicing, cash counting and recording all methods of payments.
- To have a methodical and pragmatic approach, in what can sometimes be a challenging environment.
- A working understanding of equality and diversity with the ability to challenge discriminatory behaviour.

Main Purpose

- To provide a half share of committee admin responsibility and all supporting document production in conjunction with the Town Clerk.
- To provide assistance with key functions of the Town Council operations, as detailed below.
- To provide consistent service as part of a team, to members and the residents/traders they serve.
- To be based in the Town Hall New Milton for all hours per week unless home working is dictated regionally or nationally.
- In the advent of home working, service continuity must be provided albeit with more flexible hours to account for any domestic obligations.

Main Duties

- A half share of committee attendance and admin responsibility to include drafting of all agendas and minutes in conjunction with the Town Clerk. This includes collation and sending to distribution list prior to meeting within strict deadlines. Committee coverage set as dates for Town Council, Amenities and Finance and General Purposes Committees (on our website). Coverage dates to be agreed between this postholder and another officer.
- To receive and deal with general enquiries to the organisation, whether in person, by email or telephone as part of the existing team.
- Administrative support to Estates and Facilities to include timesheets, football pitch records, memorial bench records, Car Boot Sales.
- To act as lead on Amenities projects such as Plant a Tree, Green Routes and other projects.
- To have ownership for all office systems being regularly maintained, including photocopier, franking machine, water dispenser etc.
- Invoicing monthly plus banking of cheques and cash, including relevant documentation, at least weekly dependant on level of receipts.
- Opening received post and dispatching outgoing post on every attendance to office.
- All aspects of allotment administration, with exception of site visits.
- To complete the monthly record of outgoing expenditure on a Schedule of Payments, in time for Finance and General Purposes Committee document dispatch.
- Keeping the town centre-based noticeboard up to date and well presented.
- Stationery orders to include stocking, online ordering or visit to local store.
- Tennis bookings to include updating posters, administering monthly and one-time subs and all relevant recording.
- To ensure the Town Council's policies, in particular health and safety and Equality and Diversity are consistently adhered to by the post holder.
- To undertake such other duties as required commensurate with the level of the post.

N.B. It is recognised that if additional hours are worked for meetings, TOIL may need to be accrued. It is requested the post-holder keep a log of such hours, should there be a need to view it.