



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
01444 454276

Role: Admin & Communications Officer

Salary: LC1 (13-17) £22,021 - £23,836 (pro rata)

Hours: Part Time 25 hours per week (with some evenings/weekends)

Reporting to: Parish Clerk

Job Summary

A flexible and varied position working within the community of Cuckfield, a flexible attitude is essential as no two days are alike. Strong communications and administration skills are required to manage Cuckfield Parish Council's social media presence and website, as well as supporting the Clerk and Council Meetings/Events.

This is a challenging yet rewarding role offering the successful candidate the opportunity to work within a small, friendly team at the Queen's Hall, Cuckfield. Occasional weekend working will be required to support events throughout the year, as well as attendance at evening Council Meetings (time off in lieu applied).

Key Relationships

Parish office personnel, Parish Councillors, tenants, suppliers, contractors, customers, and members of the public.

Key Activities

- Write and edit press releases/newsletters for local publications and website/social media.
- Preparation of agendas as directed for meetings of the Council, attending and clerking evening meetings and the preparation of the minutes.
- Answering telephone and email enquiries from members of the public and others.
- Assist as required in organising community events.
- Design visual communications such as banners, flyers and posters for both online and print formats.
- Responsibility for continually updating the Council's website and social media presence, as well as the electronic noticeboard.
- Monitoring and responding to all planning applications received by the Parish Council as Statutory Consultee, via the Planning Committee, maintaining records of planning decisions.

- To support the Operations Officer with ensuring service delivery to a high standard for the skate park, allotments, landscape management, open spaces, cemetery and public spaces.
- To support the office team and help lead on the production, development and delivery of projects in Cuckfield as directed.
- To perform management of allotments including overseeing plot inspections, maintaining waiting lists, organising payments and refunds where required, and issuing agreements.
- To attend briefings organised by relevant bodies as a representative of the Council as required.
- To ensure all actions arising from meetings are tracked and implemented in consultation with the office team/Councillors.
- To support Council committees, working groups and community events.
- To assist the Clerk in the day to day running of the Council and to deputise at meetings she is unable to attend.
- To ensure the Parish Council remains compliant with statutory licensing and health and safety regulations.
- To carry out any other duties that may be allocated from time to time which fall reasonably within the scope and grade of the post.

The Person

- Highly Computer literate (MS365 including Word, Excel, Publisher and Teams, Zoom, Wordpress, Canva and Google docs).
- Experience of Website administration advantageous.
- Experience of design, marketing and PR work would be an advantage.
- Excellent administrative and word processing skills.
- Used to working closely with a small team and able to work with Councillors and members of the public both in person and virtually.
- Well-presented and a strong communicator.
- Well-organised, able to manage conflicting and pressurised deadlines.
- A true team player, who recognises that they form part of a wider team and is willing to support colleagues whenever necessary.
- Flexible – able to work in the evenings and weekends if required to do so.

Training/Qualifications

- To undertake training as required or directed by the Clerk.
- To study and achieve the introductory Local Government qualification (ILCA) within the first month.
- To study and achieve the Certificate in Local Council Administration (CiLCA) qualification within 1 year.