



ARUNDEL TOWN COUNCIL

JOB DESCRIPTION

POST TITLE: Administration & Communications Officer

RESPONSIBLE TO: Town Clerk

HOURS OF WORK: 150 hours per month.

Monday to Friday, office-based, core hours 9am - 1pm with some additional evening and occasional weekend work.

SALARY: £12.24 per hour

Holiday 22 days per annum plus bank holidays

ROLE DESCRIPTION

This post offers a challenging workload, and the successful candidate will need to have the flexibility to handle a variety of general administration and communication tasks including dealing with members of the public.

The role is for 150 hours per month, working in a small friendly team, which provides a wide range of quality services for the local community. The successful candidate will need to occasionally work at weekends for Civic Events and in the evenings for Council Meetings/Events.

KEY DUTIES:

- To write and edit press releases/articles for local newspapers and publications;
- To prepare written correspondence (email, letters);
- To design visual communications such as banners, flyers and posters for both online and print formats;
- To take accurate minutes at meetings and ensure all policies and schedules are updated accordingly;
- To manage the Mayor's diary, in particular dealing with invitations for events;
- To be responsible for continually updating the Council's website and social media accounts;
- To deal with enquiries from the general public;
- To support Council committees, working groups and community events;
- To assist the Town Clerk in the day to day running of the Council and to deputise for the Town Clerk at meetings she is unable to attend;
- To ensure the Town Hall is compliant with statutory licensing and health and safety regulations;
- To develop an annual service plan to maintain and improve the Town Hall and its facilities, including repair, replacement and decoration;
- To manage suppliers and contractors involved in servicing and maintenance of the Town Hall, ensuring high standards are maintained.

THE PERSON

- Highly Computer literate (MS 365 including Word, Excel and Teams, Zoom, Wordpress, Canva and Google docs);
- Experience of Website administration via Wordpress would be an advantage;
- 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 Councilors 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.

Completed forms should be emailed to townclerk@arundeltowncouncil.gov.uk