



JOB DESCRIPTION

1. **POST TITLE:**
Admin Support Assistant

POST LOCATION:
The Parish Council Community Centre
Bell Lane, Ackworth, WF7 7JH

GRADE:
Spine point 18 of the NJC Salary Scale

POST REFERENCE NUMBER:
C.3

2. **REPORTING TO:**

The Administrator

3. **SUPERVISORY RESPONSIBILITY:**

Nil

4. **OVERALL PURPOSE OF THE POST:**
To provide administrative support to the Clerk and the Administrator

5. **GENERAL DUTIES AND RESPONSIBILITIES:**

1. To increase the profile of the Parish Council via Social Media, Website and Newsletter.
2. To assist the Administrator with Village Events
3. Ensure that systems and information are portrayed to the highest quality/standard with due recognition of client and customer requirements.
4. Undertake other duties (within competence and experience) as requested, in accordance with the changing organisational objectives.
5. Promote and implement the Council's equal opportunities policies and procedures.

6. **SPECIFIC TASKS:**

1. Provide a clerical/administrative support service to the Administrator.
2. Monitor and update the Parish Council's Social Media Accounts in line with Parish Council Policies.
3. Prepare / write articles for the Parish Council's Newsletter working with the Editorial Working Group
4. To carry out administrative tasks in the organisation of Parish Council Events. To be present at each of these events.
5. Other duties at a comparable level of responsibility as directed.

7. PERSONAL CONTACTS:

Internal: Members of the Council, the Clerk, Administrator and other Council Employees

External: Staff and Elected Members from other Authorities and public bodies, MP's and Members of the Public.

8. QUALIFICATIONS/SKILLS

NVQ Level 2 in Business Administration or equivalent together with good typing/PC qualifications/skills, GCSE/O Level English and a minimum of 1 year's experience.

Good communication and administrative skills and ability to establish good working relationships at all levels.

Good time management and the ability to prioritise work load

A knowledge of Parish/Town Councils would be advantageous

9. SPECIAL FEATURES OF POST:

A high degree of discretion and confidentiality is essential
