

**TOTNES TOWN COUNCIL**

**JOB DESCRIPTION – ADMINISTRATOR (1)**

The post is part time (32.5 hours per week) and the working hours will include some evenings and weekends, as required by the activities of the Town Council. This post will be line managed by the Finance, HR & Lettings Manager.

**Job Purpose**:

The post will primarily be to manage the Council’s lettings and provide assistance to the Finance, HR & Lettings Manager with finance duties.

**The Administrator’s primary responsibilities and duties are:**

To manage and promote the Council venues that are available for hire

* Administer bookings and associated paperwork for hire of the Civic Hall and Guildhall.
* Show potential hirers around the facilities.
* Open and close for hires during usual working hours.
* Prepare the out of hours Caretaker’s weekly rota for opening and closing requirements, liaise with him about his duties.
* Maintain a volunteers database for the Guildhall and produce a rota every season, liaising with volunteers with regards to their availability and inducting new volunteers. Provide hospitality and support to the volunteers when on shift.
* Provide emergency Saturday cover in the Guildhall for Weddings/Civil ceremonies in the event of the Guildhall Steward’s absence due to annual leave or sickness.
* Arrange and monitor cleaning of the facilities.
* Ensure all equipment required by hirers is in working order and provided to the hirer with instructions for use.
* Check the buildings to ensure they are kept clean, tidy and H&S compliant
* Work with the Town Maintenance Officer to ensure maintenance work is undertaken.
* Arrange for all necessary H&S related inspections of equipment and premises to be carried out with the required frequency.
* Assist with weekly fire alarm testing as directed
* Monitor the provision and return of kitchen equipment loaned to hirers of the Civic Hall, including checking for damage and breakages.
* Provide very occasional out of hours cover for the Civic Hall Caretaker (including emergency on-call).
* Investigate and implement ways to promote the venues and increase hire. Proactively seek out advertising opportunities within the allocated budget.
* Keep the relevant pages of the Council’s website up to date including the monthly What’s On list for the Civic Hall.
* Issuing and following up after hire feedback forms.

To assist with finance duties as directed by the Finance, HR & Lettings Manager

* Prepare and issue debtor invoices for Council lettings.
* Assist with preparing and entering purchase invoices on the finance system.
* Assisting with the receipting, recording and banking of income.

To carry out an annual inventory check of Council equipment.

To undertake First Aid training as required and be a nominated First Aider for the Council.

To assist with community and civic events which may include occasional weekend work.

To provide cover for the other Administrators in the event of absence, lunch breaks, sickness or annual leave including covering reception and the phones.

To ensure the Councils policies and procedures are carried out in relation to the financial administration of the Council.

To attend meetings as required by the Town Clerk, in particular

* Attend and minute the Venues and Public Assets Working Group meetings.

Policies

* Carry out all duties in accordance with Totnes Town Council’s adopted policies
* Carry out all duties in accordance with the Town Councils Equal Opportunities Policy. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, visitor or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it to the Clerk
* Carry out all duties being mindful of the Town Councils obligations under the Disability Discrimination Act 1998
* Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974
* Be aware and compliant with General Data Protection Regulations.

To actively and positively contribute to the appraisal process and to follow up agreed actions. Undertake such training or attendance at conference or relevant events as shall be directed by the Town Clerk