

**TOTNES TOWN COUNCIL**

**JOB DESCRIPTION – ADMINISTRATOR**

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 Marketing & Communications Manager.

**Job Purpose**:

The post will primarily be to co-ordinate and administer Council events, provide a PA service to the Mayor, assist the Marketing & Communications Manager, and office administration.

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

To co-ordinate and administer Council run events, markets and civic events which may include occasional evening or weekend work.

To act as PA to the Mayor

* Dealing with correspondence and communication regarding Mayoral and Civic events
* Overseeing the Mayor’s diary and maintaining an up to date record of mayoral functions on the electronic calendar
* Liaising with and advising on matters of civic etiquette and protocol
* Co-ordinating the Mayoral Christmas card
* Overseeing the upkeep of the civic regalia to ensure that it is maintained to a high standard
* Maintaining a record of Town Council protocol

To assist the Marketing & Communications Manager

* Provide admin assistance on tourism/marketing tasks as directed by the Marketing & Communications Manager.
* Providing cover in the Tourist Information Centre in the event of the TIC Admin Assistant’s absence due to sickness or annual leave.

To be responsible for office administration

* Checking and re-stocking stationery, refreshments and cleaning goods for the office and the TIC including co-ordinating milk deliveries.
* Arranging catering for meetings and events.
* Receiving and checking deliveries.
* Sourcing and ordering any office furnishing or equipment requirements.
* Liaising with the telephone system supplier to resolve any issues with the phones or Internet service.
* Liaising with the photocopier supplier to resolve any faults with the equipment or ordering consumables.
* Liaising with the Council’s IT support service to resolve any IT issues experienced by staff.
* Monitoring the cleaning service for the office and liaising with the contractor if any issues arise.
* Meeting and directing contractors and workmen to office equipment or infrastructure in need of service or repair.
* Overseeing the arrangements for waste collection for the office.
* Any other office management duties as directed by the Town Clerk.

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

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 Arts 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