



JOB DESCRIPTION

SECTION ONE

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| CORBY TOWN COUNCIL | Post Title: | Administrative & Projects Officer |
| | Grade/Pay: | £13.45 p/hr SCP 15 |

SECTION TWO

Responsible to:- Town Clerk

Responsible for :

- Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.

SECTION THREE – Overall purpose of job

To provide administrative and project support to the Town Clerk.

SECTION FOUR – Principal Responsibilities

DUTIES

- To support the Mayor and Deputy Mayor in arranging civic engagements, maintaining the Mayors calendar and updating the Mayors page following an event.
- To capture payments and receipts on the Council's financial management system and to post payments to the Council's bank accounts, whilst complying the Council's financial regulations.
- To assist with the community grants scheme, liaising with applicants to prepare the reports for consideration at committee.
- To attend evening meetings as required, in particular attend meetings of the environment committee, take minutes, prepare agendas and manage the projects that arise from that committee.
- To keep the Council's website up to date and relevant, and monitor its usage. To assist with the design of social media posts and posting of social media updates.
- To support consultation exercises conducted by the Council from time to time.
- To help plan and manage the Annual Town Council meeting and the Annual Town Meeting in May each year.

- To assist in the administration of any transferred services from the principal authority and deal with incoming and outgoing correspondence from members of the public.
- To create a Friday 'bulletin' from the Town Council
- To provide support in the delivery of events organised by the Council
- To undertake training and professional development relevant to the role as required
- To undertake any other duties commensurate with the level of the post as may be required

SECTION FIVE – Main levels of contact

Internal: Town Clerk. The Mayor and Elected Town Councillors. Other staff employed by Corby Town Council.

External contacts: .

- Local organisations and groups
- Members of the public
- Suppliers and contractors

SECTION SIX – Terms and Conditions

Salary: 25 hours per week at £13.45 per hour (SCP 15 - £25,878.00 Full time salary)

Leave 25 days paid leave a year, pro rata

Vehicle You should ideally have your own car and a clean licence. The Town Council's mileage rate is 45p per mile

Pension – you may be enrolled onto the Northamptonshire local government pension scheme if you choose

Flexible working - The pattern of working hours will be agreed with the postholder, but occasionally some early evening work and weekends will be required. This role is hybrid assuming some office working and some home working (if desired).

Probation – a probationary period of 6 months will apply to all new entrants to local government service.

PERSON SPECIFICATION – ADMINISTRATIVE & PROJECTS OFFICER

| | Essential | Desirable |
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| Qualifications | English and Mathematics GCSE (A-C) or equivalent. | . |
| Knowledge and Experience | Experience of at least 1 year working in an office environment | Knowledge of the role of elected members, and understanding the functions of local authorities. |
| | Experience of working towards agreed deadlines. | Experience of working in an environment where deadlines change at short notice. |
| | Can confidently use software packages such as Microsoft Office, Microsoft Excel, Teams, Powerpoint, and MS Forms | Experience of managing budgets and using financial software packages |
| | Experience of working in a job or role where you have managed websites or social media accounts. | |
| | Experience of working in a customer facing environment. | Experience of conducting public engagement and consultation exercises |
| Personal Qualities | Works accurately and quickly | |
| | Well organized and motivated. | |
| | Can develop and foster effective relationships with a variety of stakeholders. | |
| Other Requirements | Holds a full clean driving licence and owns a car. | |
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