



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

JOB DESCRIPTION – Office Support

Overall responsibilities:

Support the Clerk and Bookings Clerk in carrying out the work of the Parish Council.

Responsible to:

Parish Clerk and, in the Clerk's absence, the Bookings Clerk.

Council and Committee Meetings:

1. Full Council

Support the Clerk by gathering and distributing the appropriate paperwork for meetings of the Council (as directed by the Clerk).

Place meeting notices in the parish noticeboards and on the parish website.

Place meeting minutes on the parish website.

2. Committees

Obtain agenda items from Chair of the NAG Committee and issue electronically to committee members.

Take notes for the NAG Committee and distribute as appropriate.

Support the Clerk by gathering and distributing the appropriate paperwork for committee meetings (as directed by the Clerk).

Place meeting notices in the parish noticeboards and on the parish website.

Place meeting minutes on the parish website.

Beansheaf Centre:

Support the Bookings Clerk in the management the Beansheaf Centre and centre bookings. This may include, for example, weekly Centre inspections, fire alarm tests, answering the telephone and being the first person to greet visitors. As well as up-dating data sheets.

Regular checks of the Centre's defibrillator.

Annual stocktake in collaboration with the Bookings Clerk.

Complete waste transfer notes.

Planning Applications:

Record planning application information in the computerised records and upload new applications to the parish website. Ensure the Clerk is informed of all new applications.

Parish Communications

1. Newsletter

Prepare an annual schedule detailing the content, production and delivery timetable for the newsletter which is currently issued six times per year.

Liaise with all contributors.

Compile and design each issue in collaboration with the Clerk and ensure it completed in a timely manner to allow for proof-reading.

Issue copy to printers and liaise with the distributor for each issue.

2. Website and e-mails

Ensure all information on the website is current; delete old/add new content as necessary. Liaise with the website administrators according to need.

Manage the 'admin' e-mail address ensuring that the mails are issued to the appropriate officers or uploaded to the relevant social media.

3. Social Media

Upload articles onto, at least, Twitter and Facebook to keep residents informed of news/events in the Parish as and when necessary.

4. Noticeboards

Ensure all information displayed in and on the parish noticeboards is current.

5. Beansheaf Centre Displays

Ensure that the information displayed in the Parish Office and Beansheaf Centre is relevant and up-to-date. Remove fly-posting.

Councillor Information

Ensure that all Councillors' information is up-to-date on the Parish Council's media outlets.

Maintain the councillor database including the instruction for new and deletion of old information i.e. e-mail addresses.

Other duties

Undertake any routine administrative/clerical task as may reasonably be required in support of the Clerk and Bookings Clerk and in furtherance of Parish Council business for example; shredding, filing, stationery orders, post opening, making drinks and archiving.

Deputise for the Bookings Clerk in their absence.

Manage 'lost property' including logging, destruction or trying to locate the owner.

Delegate queries, complaints and requests for information from members of the public and other sources such as Councillors and officers of other organisations. Promote good public relations for the Parish Council in the way these are handled.

Keep a record of all 'Report a Problem' logs to West Berkshire Council and the outcomes.

Report matters of concern raised by residents, and that are outside the control of the Parish Council, to appropriate bodies which may include Thames Valley Police and West Berkshire Council.

Organise, and support the promotion of, the parish litter picks in collaboration with the Community & Environment Chairman. This may include ensuring, for example, there are the appropriate refreshments.

Ensure that all external parish assets are regularly inspected and records are kept up-to-date of parish asset inspections.

Provide all necessary clerical assistance where required for any specific Parish Council undertakings.