



JOB DESCRIPTION – Office Support

Overall responsibilities:

Assist the Clerk and Administration Assistant in carrying out the work of the Parish Council.

Responsible to:

Parish Clerk

Council and Committee Meetings:

1. Full Council

Support the Clerk in the gathering and distribution of 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.

Take and type minutes of meetings (overseen by Clerk).

2. Committees

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

Support the Clerk in the gathering and distribution of the appropriate paperwork for committee meetings (as directed by the Clerk);

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

Beansheaf Centre:

Support the Administration Assistant in the management the Beansheaf Centre and centre bookings. This may include: 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 Administration Assistant.

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 and advertisers.

Compile and design each issue in collaboration with the Administration Assistant and ensure it is given to the Clerk 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 advertise Parish news/events 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

Deputise for the Administration Assistant in their absence.

Complete twice yearly waste transfer notes.

Log lost property items and upload to social media or contact possible owners as appropriate.

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

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

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.

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