



## BURGESS HILL TOWN COUNCIL JOB DESCRIPTION

- Post Title:** Part Time Administrative Co-ordinator (20 hours per week ideally between 09.30 – 13.30 hours per day but can be discussed)
- Responsible to:** Assistant to the Town Clerk
- Salary Grade:** Scale 3/4 £15,153 - £18,430 full time. (£8,190 - £9,962 part time 20 hours per week).
- Job Purpose:** To provide the Assistant to the Town Clerk and the Community Development Officer with a comprehensive administrative co-ordination service.
- Functional Relationships:** **Internal** – Assistant to the Town Clerk (line manager), Community Development Officer and the Secretarial Assistant.
- External** – liaison with staff in partner organisations and community groups.

### Key Tasks/Activities:

1. Working with the Assistant to the Town Clerk, to administer the delivery of the Town Council Training Plan by booking training, updating computer training records, monitoring evaluation forms and progress against the Training Plan.
2. To provide administrative support to the Assistant to the Town Clerk for recruitment exercises and other aspects of Human Resources as required.
3. To provide administrative support to the Community Development Officer in relation to Community Development Projects such as the opening of the new Sidney West Community and Sport Centre.
4. To provide administrative assistance to the Community Development Officer in relation to the community grants scheme, this will involve sending out application forms and analysing responses against criteria.
5. To co-ordinate the issue of the Town Council's Press Releases ensuring that they reach the press on time and are factually and grammatically correct.
6. To co-ordinate communications with Councillors which includes the production of a weekly briefing note.
7. To arrange, and if required note, a range of meetings for the Assistant to the Town Clerk and the Community Development Officer. Occasional attendance at an evening meeting may be required (for which full time off in lieu will be given).

8. To proof read documents such as agendas and minutes prior to issue.
9. To provide secretarial assistance to the Town Clerk including the setting up of meetings, making travel arrangements and drafting letters.
10. To undertake research exercises and information collation as appropriate.
11. To undertake any training and development to meet the needs of the organisation.
12. To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
13. To carry out any other duties that may be allocated from time to time which fall reasonably within the scope and grade of the post.