

JOB DESCRIPTION

1. **Post Title:** PROJECTS AND ADMINISTRATION OFFICER
2. **Salary Grade:** Scale 5 (£22,183-£24,491)
3. **Responsible to:** Community Engagement – Section Head
4. **Job Summary:** To work with colleagues to support events and undertake community project work. To provide administrative support for Council meetings, Planning Committee and other projects.
5. **Functional Relationships**
 - (i) Internal – The CEO, Community Engagement – Section Head and all staff
 - (ii) External –Representatives of partner organisations

6. **Key Responsibilities**

Projects

- (1) To support colleagues in the Community Engagement Team, Councillors and business partners where appropriate to provide a programme of events and community initiatives throughout the year, contributing ideas.
- (2) To support Section Head, Councillors and partners/colleagues where appropriate to help organise and produce an annual festival, events and community initiatives throughout the year.
- (3) Organise and manage own events working with Community Engagement team.
- (4) To compile and promote holiday activities programmes during the Easter and Summer Holidays, targeting low-income families, in conjunction with Burgess Hill Youth and liaising with partner organisations.

Administration

- (5) To provide secretariat support (set up meetings including agendas and minutes) as required for Planning, Council, Annual Town Meeting and other meetings. Attendance at evening meetings will be required (for which time off in lieu will be given).

- (6) To ensure that all actions arising from meetings are implemented in consultation with the management team and communicated to staff, residents and other agencies as appropriate.
- (7) To liaise with local businesses to source advertising opportunities for the written communication magazine produced by the Communications Officer.
- (8) To maintain accurate training records for Health and Safety Training for all staff
- (9) Assist the Head of Corporate Services with Meetings of the Sidney West Charity and provide administration for their meetings.

Social Media

- (10) To provide support to Communications Officer and update the Town Council's social media platforms, creating and uploading content, monitoring and responding to external postings.

General

- (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.