

## Folkestone Town Council

### Administration Officer – Job Description

<b>Supplements:</b>	<b>Nil</b>
<b>Responsible to:</b>	<b>Town Clerk</b>
<b>Salary Scale:</b>	<b>Grade LC1 (13-17)</b>
<b>Hours</b>	<b>25 per week- P/T</b> (This post involves evening working with flexible working hours)
<b>Post No:</b>	<b>F13</b>
<b>Location:</b>	<b>The Town Hall, 1-2 Guildhall Street, Folkestone</b>
<b>Supplements:</b>	<b>Nil</b>
<b>DBS Check:</b>	<b>Yes</b>

As the most local tier of government, Folkestone Town Council aims to work together with all sectors of the community to promote the social, environmental and economic well-being of the people of Folkestone so that it is an even better place to live, work and visit. Folkestone Town Council's mission is:

*“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”*

#### **Overall Purpose:**

This post covers a variety of duties including, but not limited to, secretarial and committee administration and is integral to the successful running of Folkestone Town Council in delivering a professional and efficient service to the community.

#### **Responsibilities:**

- Oversee the smooth operation of the Council's office, ensuring facilities and equipment are well-stocked and maintained within approved budgets.
- Provide secretarial support to the Town Clerk.
- Act as Editor for Council's newsletter liaising with staff, suppliers and clients to produce a comprehensive community resource.
- Organise and attend such meetings as directed by the Town Clerk and act as minute secretary thereto.

- Produce and circulate Council and committee agendas and minutes as directed by the Town Clerk within the statutory time frames.
- Be responsible for delivering an up-to-date, compliant Council website.
- Carry out general office duties including filing and maintaining an up-to-date and accurate filing system.
- Manage the Town Council's archives and filing system to ensure all paperwork and records are kept in line with the Council's Retention Policy.
- Deal with general correspondence as directed by the Town Clerk
- Act as responsible officer for Planning co-ordinating and responding to queries.
- Attend 1 in 3 Planning Committee Meetings, acting as minute secretary.
- Respond to queries, complaints and requests for information from the public, members and other authorities, in person, by telephone, email and in writing; contributing to good public relations in the way these are handled.
- Keep up to date lists of Councillor details, Committee membership, working group membership etc.
- Maintain stocks of all office stationery including paper and print cartridges, kitchen and cleaning supplies etc.
- Provide general administrative assistance to other officers, as directed by the Town Clerk.
- Maintain the Council's annual training schedule to ensure all staff are up to date with necessary training and qualifications.
- Deal with post in the absence of the Visitor Services Officer.
- Assist with front of office in dealing with general enquiries and tourist information, covering reception duties as and when required.

**General:**

- Undertake the role of a designated Fire Marshall.
- Undertake the role of a designated First Aider.
- To undergo such training courses as shall be directed by the Town Clerk.
- To undertake such other duties as shall be directed by the Town Clerk.