

Porlock Parish Council Job Description	
Post title:	Administration Officer
Responsible to:	Parish Clerk
Hours:	8 hours per week
Date:	July 2023

Main Purpose and Objective of Role

To provide day to day general administrative support to the Parish Clerk/RFO.

Specific Responsibilities

1. **Correspondence:** To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Clerk.
2. **Administrative Assistance:** To provide administrative assistance to the Parish Clerk as required under instruction.
3. **Customer Service:** To be a point of contact at the Parish Council office and receive enquiries from the public and Councillors in person, by telephone or email. To provide general advice and information and refer relevant enquiries to the Parish Clerk or outside organisations as appropriate. To report issues to Somerset Council and signpost enquiries to the relevant body.
4. **Meeting support:** To take the minutes at the Planning Committee meetings and HR & Staffing Committee meetings. To take notes at Working Group meetings as appropriate.
5. **Cemetery Administration:** To assist with the administration of cemetery, burials, cremations and consents for headstones, additionally maintaining burial records.
6. **Cash collection:** To collect cash from donation boxes and the Library each month – count, record and bank in liaison with Parish Clerk/Finance Committee Chair and/or the Library Officer.
7. **Filing:** To maintain Council records, both manual and computerised including manual filing system.
8. **Purchasing Supplies:** To maintain the office stationery and other supplies, process re-ordering aiming to secure best value.
9. **Website & Social Media:** To ensure that the Parish Council website and social media platforms are regularly kept up to date regarding Council Minutes, Agendas, current legislation and any news items as directed by the Parish Clerk.

10. **Council Events:** To assist as required with the organisation of Council events and help with planning and co-ordination.
11. **Noticeboards:** To keep the Parish Council noticeboards up to date.
12. **Asset Maintenance:** To assist with regular health & safety checks of fixed assets and record keeping as required.
13. **Training:** To undertake training as required.
14. **Other Tasks:** Any other tasks within the remit of an Administration Officer role as directed by the Parish Clerk.

Note: This job description outlines the main duties, responsibilities and prime functions of the post. It is neither exclusive nor exhaustive and there may be a reasonable requirement to undertake additional duties commensurate with the level of the post.