

Job Description

Temporary Administration Assistant 2 (AA2)

Bearsted Parish Council

Purpose of the Job

To support the Bearsted Parish Clerk & Responsible Financial Officer (The Clerk) and Administration Assistant (AA), by delivering efficient and effective administration duties and general Council activities, in accordance with national guidelines and Statute. To deputise, in the Clerk's absence if required. To seek and provide advice and guidance that helps BPC to make Bearsted the best it can be.

This is a temporary contracted appointment for an initial period of 6 months, with the possible prospect of renewal thereafter, subject to the requirements of the Council. The appointed person shall be self-employed.

Main Responsibilities

To support the Clerk & AA with administration and general duties that ensures the effective running of Bearsted Parish Council (BPC). To provide support for the preparation of effective Council meetings and implementation of agreed decisions and actions. To support the management of the Parish Office, including dealing with queries from residents and the public and to ensure that the Office is run efficiently. To support social media messaging and the BPC newsletter, so that they are engaging and professional. To provide general administration support for BPC events and activities and to deputise for the BPC Clerk when necessary. This position involves working closely with the Clerk to continuously improve ways of working and enhance services to the Public.

Specific Responsibilities

Administration- To support and deliver all administration tasks and procedures effectively, with precision and accuracy. To keep records and documentation organised, up to date and accessible, as required. To apply for grants when required.

Meetings- To support the preparation of agendas, background papers, notices and minutes for all Council meetings, accurately and within the required timescales. This may include attendance at some evening meetings and minuting ad-hoc meetings. To support the BPC clerk in obtaining relevant information that may be required from relevant authorities (e.g. KCC, NALC, KALC etc).

BPC Office- To ensure visitors feel welcome at the BPC office and to provide visitors and parishioners with relevant support, information and guidance. To ensure all BPC documentation is systematically filed promptly and securely and easily retrievable as required.

Information- To support the Clerk in ensuring all Council members are informed of all relevant matters of interest or concern to BPC. To assist the Clerk in responding to general day to day correspondence. To obtain and circulate any such information or provide advice within required timescales. To analyse reports and other data and make recommendations as required. To ensure public notices are up to date and displayed correctly.

Correspondence-To support the Clerk & RFO in responding to all correspondence on behalf of the BPC council, complying with council good practise guidelines. To ensure voicemail messages and written correspondence are acted upon positively, promptly and professionally.

Local Planning – To support the Clerk, the AA and the BPC Planning Committee in all aspects of local planning, including communication with the planning department of Maidstone Borough Council.

Parish Events- To support the Clerk with the requirements of BPC events or activities that may also require occasional weekend working.

Social Media- To support the Clerk in the maintenance and management of the Parish Council website, social media channels. To ensure social media messaging and press releases are professional, engaging and positive. To suggest new and creative means to enhance positive media presence. To manage information and data to support the production of newsletters and media updates.

Improvements - To suggest improvements in working practise, initiatives or policies that may improve the efficiency of BPC's operations. To continually improve personal skills and knowledge and attend any relevant training or development activities, including conferences, that may be beneficial. This may, in due course and if required by BPC, include working towards the CiLCA (Certificate in Local Council Administration) qualification, to provide the best guidance for affairs of the Council.

Reporting to Bearsted Parish Council Clerk and Responsible Financial Officer

BPC Administration Assistant 2 (AA2) – Competencies

Desired Competency	Statement
ESSENTIAL	
Community Focussed	To demonstrate pride and passion in supporting the Bearsted community, through involvement, initiative, enthusiasm and delivery.
Positivity	To be approachable and enthusiastic with Council colleagues and councillors and the general public within the local community. To maintain a positive approach with work tasks and activities despite any challenges, changes or time pressures. To confidently communicate actions and solutions in the interests of getting the best results.
Communication	To be able to communicate clearly and concisely in verbal and written formats. To record accurate minutes and reports electronically without delay. To deal with all BPC correspondence professionally and promptly.
Admin Expert	To support and deliver all administration tasks and procedures effectively, with precision and accuracy. To keep records and documentation organised, up to date and accessible.
IT Literate	To be computer literate and familiar with word, excel & power point. To support administration tasks as requested by Clerk. To have a strong awareness and understanding of social media channels that can support and enhance BPC's communications platforms.. To keep the Council website up to date and consider new ideas to gauge further interest and support.
Flexibility	Able to work flexibly and in ways that best meet the needs of the Parish Council and residents. Able to adapt working patterns and practise to meet changing priorities and deadlines. Actively supports change and seeks new opportunities to work smarter with community presence.
Self-Motivated	To have the ability and motivation to work effectively and efficiently. To continually develop and enhance personal knowledge and skills through development activities including courses, seminars and webinars.
HIGHLY DESIREABLE	
	To have a working knowledge of local planning procedures and practices
	To hold a L2 qualification in business administration (or equivalent)
	Holds a full, current and clean UK driving licence

Person Specification

Bearsted Parish Council - Temporary Administration Assistant 2 (AA2)

Bearsted Parish Council (BPC) is looking to contract a self-employed enthusiastic, organised and efficient person to appoint to the position of Administration Assistant 2 (AA2) on a temporary contract, initially of 6 months but with the possibility of renewal subject to the Council's requirements.

You will be responsible for providing administration support to the Parish Clerk & Responsible Financial Officer and Administration Assistant in all activities associated with the smooth running of BPC.

You will support all BPC's administration duties associated with BPC meetings, general correspondence and the organisation of parish activities and events. You may be required to work on your own in the parish office, so we are looking for someone that is self-motivated and can work with minimal supervision.

You will need excellent written and verbal communication skills as you will have contact with the public, Council members and visitors. You will have excellent interpersonal skills, and be approachable, professional and welcoming.

You will have a sound knowledge of administration skills including use of Microsoft office packages, word and excel. You will be required to ensure documentation and correspondence is accurate, up to date and easily retrievable.

The ideal candidate will be familiar with social and digital media channels to enhance BPC's communication presence.

The ideal candidate will have a working knowledge of local planning and a willingness to work to develop this knowledge in support of BPC's Planning Committee.

The ideal will have an NVQ L2/ BTECH in Business Administration, or equivalent.

Candidates must meet UK government requirements for right to work in the UK in order to be considered for interview.

Candidates will, ideally, hold a UK driving licence and/or be prepared to travel independently within the region if required.

Job Advert

Bearsted Parish Council Administration Assistant 2 (AA2)

Bearsted Parish Council (BPC)

Remuneration: Equivalent to (SCP 6) £10.24 per hour - (SCP8) £10.65 per hour (based on experience and qualifications)

Part Time: 16-20 hours per week (some evenings/ occasional weekends).

This is a temporary self-employed position for an initial period of 6 months, subject to possible renewal

An exciting part time opportunity has arisen for self-employment to support BPC as the Parish Council Administration Assistant 2 (AA2). You will be responsible for providing administration support to the Parish Clerk & Responsible Financial Officer and the Administration Assistant in all activities associated with the smooth running of the Parish Council, to make Bearsted the best it can be.

We are looking for someone that is organised and efficient, to support all the administration duties associated with Parish Council meetings, responding to correspondence and enquiries, supporting the running of the parish office and other requirements of parish events and activities. You may be required to work alone so we are looking for someone that is self-motivated and can work with minimal supervision.

You will have contact with the public, Council members and visitors, so we seek someone that is personable, welcoming and professional, with excellent verbal and written communication skills.

The successful applicant will have excellent knowledge of administration skills including use of Microsoft office packages, word and excel. You should also be familiar with social and digital media channels to enhance BPC's communication presence.

You will, ideally, have an L2 NVQ / BTECH in Business Administration, or be working towards this. We welcome applicants that are willing to work towards the CiLCA (Certificate in Local Council Administration) qualification, if required in due course.

You will work in support of BPC's Planning Committee, including dealings with other local authorities. So, you will, ideally, have a working knowledge of local planning.

BPC is committed to Equal Opportunities and welcomes applications from all sections of the community.

If you would like to discuss this position further, please contact Erin Sugden @ clerk@bearstedparishcouncil.gov.uk

To apply and receive further details, please forward your CV and request an application form, or download our recruitment pack by emailing: bearstedprecruitment@gmail.com

Closing Date: 8 JULY 2021

Interviews planned: 12 JULY 2021