



## Seaford Town Council

### Administration Assistant (Projects and Facilities)

#### Job Description

Responsible to: Projects & Facilities Manager

Grade: SCP 11-13

Hours: 15 hours per week (2 days per week, to be agreed)

#### 1. Job purpose

To provide efficient and effective administrative support to the Projects & Facilities Department.

#### 2. Areas of Day-to-Day Responsibility

Beach Huts  
Memorial Projects/Assets  
Sponsorship Projects/Assets  
Committee Meeting Administration  
Annual Publications; Town Guide & Town Map  
Publicity/Marketing/Communications (*of above areas*)  
General Office Administration

#### 3. Duties

- 3.1 Shared responsibility for general office administration as part of the administration team; answering phones, dealing with visitors, photocopying, filing, diary management, incoming and outgoing post.
- 3.2 To produce agendas for Community Services Committee meetings and type up minutes.
- 3.3 Creating press releases and other marketing materials for Council facilities, events or projects.
- 3.4 Day to day responsibility for the Council's Memorials projects and assets; to include, but not limited to, benches, trees, plaques and publicity materials.
- 3.5 Day to day responsibility for the Council's Sponsorship projects and assets; to include, but not limited to, The Shoal, Beach Garden, plaques, Martello Entertainments Area and other new assets of the Council's.
- 3.6 Day to day responsibility for the Council's Beach Hut rentals and sales lists, ensuring that every changeover of ownership or rental is carried out smoothly.
- 3.7 Responsible for ensuring all paperwork, documents and records are kept up to date with regards to Beach Huts, Memorials and Sponsorship projects/facilities.
- 3.8 Creating an annual Town Guide (to be distributed by February each year) and a Town Map (to be distributed by May each year) and responsibility for all necessary changes and updates.
- 3.9 Monitoring and updating the Council's Social Media pages and relevant pages of the Council's website.
- 3.10 Creating surveys for public use and collating information.

- 3.11 Administrative support, where required, for the Council's projects and events.
- 3.12 Any relevant task as requested by the line manager.

Written: August 2017