



## Seaford Town Council

### Administration Assistant

#### Job Description

Responsible to: Executive Support Officer

Grade: SCP 11-15

Hours: 22.5 hours per week (days to be agreed)

#### 1. Job purpose

To provide efficient and effective administrative support to the Council offices and carry out the Mayor's Secretary duties.

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

Overall Office Administration  
Incoming General Enquiries to the Council  
Civic Support and Functions (Mayor & Young Mayor)  
Staff Meetings  
SLR Meetings  
Health Group Meetings  
37 Church Street Room Bookings  
Quarterly Newsletters

#### 3. Duties

##### Enquiries

- 3.1 A first point of contact for dealing with incoming queries from members of the public and outside organisations whether by email, over the phone or face to face.
- 3.2 Responsible for ensuring incoming queries are followed through to completion, working with other members of staff where needed.

##### Office Administration

- 3.3 Responsible for the general upkeep of the office, photocopier, post room and meeting rooms.
- 3.4 Responsible for the ordering of stationery and its stock control, along with other ad hoc purchases as required.
- 3.5 Responsible for managing the Council's central filing system, electronic filing system, contact address book and Office Information Pack, among others.
- 3.6 Processing the incoming and outgoing post on a daily basis.
- 3.7 Main point of contact for the booking of rooms within 37 Church Street and overseeing preparations for bookings.

##### Mayor's Secretary

- 3.8 Acting as secretary to the Mayor of Seaford and Deputy Mayor;
- 3.9 Dealing with function invites for the Mayor (or Deputy Mayor in their absence) and preparations for functions being attended, ensuring the Mayor's diary is kept up to date.

- 3.10 Organising Mayoral events throughout the Municipal Year such as the Mayor's Civic Service, Carol Service and other events that individual Mayors wish to hold during their term in the Mayoral office.
- 3.11 Assisting the Mayor with preparations for attendance at other Town Council events such as Remembrance Day, Armed Forces Day and Sussex Day; this will include helping with speeches or special arrangements, where required.
- 3.12 Ensuring Civic Protocol is met and upheld.
- 3.13 Liaising with the Mayor's chosen charities.

#### Young Mayor Co-ordination

- 3.14 Dealing with function invites for the Young Mayor and Deputy Young Mayor and preparations for the functions being attended.
- 3.15 Assisting the Young Mayor with activities, events or fundraising being carried out during their time in office.
- 3.16 Responsible for co-ordinating and working with the Young Mayor, Mayor and local schools to hold annual elections within schools for the next Deputy Young Mayor.
- 3.17 Liaising with the Young Mayor's chosen charities.
- 3.18 At all times considering the safeguarding of the Young Mayor and Deputy Young Mayor as minors and parental/guardian permission is sought where required.

#### Communications

- 3.19 Monitoring the Council's website and social media accounts to ensure information is up to date, contact from members of the public through the sites is being responded to and helping ensure these sites are fully functional for the Council.
- 3.20 Assisting with the quarterly production of Council newsletters and the Annual Report.
- 3.21 Writing of creative press releases as and when required with regards to Council news, events, services or civic updates.

#### Meetings

- 3.22 Assisting with the preparation and distribution of agendas for public meetings.
- 3.23 Arranging the agendas for weekly staff meetings and note-taking.
- 3.24 Assisting with the administration for the quarterly Strengthening Local Relationships meetings.
- 3.25 Assisting with the administration for the quarterly Seaford Health Stakeholder Group meetings.
- 3.26 Attendance at occasional evening meetings (where other staff are unable to do so) to take and produce minutes from.

#### Miscellaneous

- 3.27 Attendance at Town Council events (other than the Mayoral events) to provide support on the day, as and when available to do so.
- 3.28 Working flexibly to meet the needs of the role and any other tasks asked within the scope and remit of the post.

Written: April 2016

Reviewed: August 2017