



ALDENHAM PARISH COUNCIL

Admin Officer

Reports to: Assistant Manager

What is the purpose of the role?

- To carry out reception duties at the office, to deal with the members of the public in a courteous and friendly manner, directing them to the relevant authority.
- To be a liaison point for administration of the Council's Open Spaces.
- To manage communication channels on social media platform to improve engagement, with the support of the Assistant Manager.
- To ensure the Parish Council fulfils the duties and responsibilities it holds.

What are you responsible for doing?

- Ensure the office is manned during opening hours, and that the telephones are answered.
 - Prepare reports for Council's meetings for Council Manager/Assistant Manager
 - Attend monthly meeting to discuss matters relating to Open Spaces and ensure all resolved actions are carried out in a timely manner.
 - Provide administrative support to the Council supporting the Assistant Manager. This may include liaising with the principal authorities, and contractors and any other duties that are assigned by the Assistant Manager.
 - Responsible for actions agreed with the Assistant Manager until order placed, when task must be passed to the Open Spaces Team who will liaise installation/service dates and resolve any issues.
 - Maintain trees and allotments database, to keep record up to date and to liaise with the plot holders
 - To coordinate and monitor Council's website/ social media accounts including Facebook, Twitter, Instagram and other communication channels.
 - Liaise with other staff members where your duties require input from them and practice and promote fair and equal treatment of colleagues and customers throughout the performance of all duties.
 - To attend all Council's events as directed by the Assistant Manager and/or Council Manager.
 - To support the working parties of the Council if necessary.
 - In absence of the Planning Officer to attend the Planning Meetings, takes minutes and prepare agendas.
 - Undertake any other tasks required by the Assistant Manager or Council Manger that become necessary in executing the Councils duties and responsibilities.
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