



## Admin Officer -- Communications

### Reports to: Deputy Clerk

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#### 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 manage communication channels of the council, including Around Radlett Magazine, website and on social media platforms to improve engagement
  - To develop a culture of Community involvement by the Council in its Community and the Community in the decisions of the Council.
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#### What are you responsible for doing?

- To ensure the office is manned during opening hours, and that the telephones are answered.
  - To be the liaison point for the various working parties of the council including calling meetings and preparing agendas in conjunction with the Council Manager or Deputy Clerk
  - To develop and maintain the website/Facebook/twitter communication of the Council.
  - To champion the Radlett Youth Council and ensure it feeds information to the Council.
  - To ensure publication of the 'Around Radlett' (the Council's magazine), including meetings of the relevant working party, sourcing, receiving, reviewing and passing to designers' articles for inclusion in the magazine. This is twice a year.
  - 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.
  - To support administratively the agreed actions of the events working party, in conjunction with the Deputy Clerk.
  - To provide cover for the other officer (holidays/sickness etc.) re Planning Meetings including attendance at meetings, taking minutes and preparing agendas as directed by the Deputy Clerk.
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- Undertake any other tasks required by the Deputy Clerk/Council Manager that become necessary in executing the Council's duties and responsibilities.
  - Practice and promote fair and equal treatment of colleagues and customers throughout the performance of all duties.
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