



ARUNDEL TOWN COUNCIL

JOB DESCRIPTION

POST TITLE: Administration Officer

RESPONSIBLE TO: Town Clerk

ROLE DESCRIPTION

This post offers a challenging workload and the successful candidate will need to have the flexibility to handle a variety of general administration and communication tasks including dealing with members of the public.

KEY DUTIES:

- To act as a champion for Arundel Town Council within the local community
- To take accurate minutes at meetings and ensure all policies and schedules are updated accordingly;
- To manage the Mayor's diary, in particular dealing with invitations for events;
- To deal with enquiries from the general public;
- Liaise and build relationships with other national and regional authorities (e.g: National Highways, West Sussex County Council and Arun District Council)
- To support Council committees, working groups and community events;
- To lead selected Council projects which benefit the Arundel community
- To assist the Town Clerk in the day to day running of the Council and to deputise for the Town Clerk at meetings she is unable to attend;
- To write and edit press releases/articles for local newspapers and publications;
- To prepare written correspondence (email, letters);
- To support the design of visual communications such as banners, flyers and posters for both online and print formats for council-related activities.
- To be responsible for continually updating the Council's website and social media accounts;
- In collaboration with the Council's IT service providers, manage the Council's IT infrastructure.

THE PERSON

- Excellent administrative and word processing skills;
- Highly Computer literate (MS 365 including Word, Excel and Teams, Zoom, Wordpress, Canva and Google docs);
- Used to working closely with a small team and able to work with Councillors and members of the public both in person and virtually;
- Well-presented and a strong communicator;
- Well-organised, able to manage conflicting and pressurised deadlines;
- A true team player, who recognises that they form part of a wider team and is willing to support colleagues whenever necessary;
- Experience of Website administration via Wordpress would be an advantage;
- Experience of design, marketing and PR work would be an advantage;
- Flexible – able to work in the evenings and weekends if required to do so.