****

Baildon Town Council

Baildon Library, Hallcliffe

Baildon BD17 6ND

01274 593169

clerk@baildontowncouncil.gov.uk

www.baildontowncouncil.gov.uk

**JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT TO THE COUNCIL**

**(Currently under review)**

**Overall Responsibilities**

The Administrative Assistant to the Council will be responsible to the Town Clerk/Deputy Town Clerk of the Council for a number of different administrative aspects of the Town Council including assisting the Planning Committee in all their functions and responsibilities.
The Administrative Assistant will further assist the Clerk and Deputy Clerk to ensure that the instructions of the Council in connection with its function as a Local Authority are carried out.

**Specific Responsibilities**

**Customer Service**

* Helping members of the public who contact the Town Council.
* Dealing with general queries by phone or from visitors to the office.
	+ Dealing with routine enquiries and correspondence without reference.
* Monitoring the Council’s general email and social media accounts.

**Administrative Service**

* To update the Town Councils’ website and social media pages.
* To provide administrative support service to the office.
* Regular communication with the Town Clerk and Deputy Clerk.
* Typing of letters/emails and correspondence.
* Contributing to the preparation of the Baildon Town Council newsletter.

**Planning**

* To attend all Planning meetings, currently on 2nd Wednesday of the month.
* To prepare, in consultation with appropriate members and the Town Clerk/Deputy Clerk, agendas and associated documents for meetings of the Council’s Planning Committee.
* Ensuring all minutes are formatted, checked and uploaded to the Website.

**Purchasing**

* Ordering stationery and other items as required.
	+ Source and purchase specific items under the direction of the Town Clerk.
	+ Monitor and replenish all stock items as required.

 **Equipment**

* Providing information regarding equipment i.e. updates/replacement.

**General**

* Assisting the Town Clerk/Deputy Clerk in a variety of tasks.
* Assisting in the organisation of events and functions.
* Maintaining a database of organisations and other contact names and numbers that are regularly needed.
* Attending training courses or seminars as required by the Town Council (particularly Introduction to Local Council Administration).
* Providing help and assistance to the Town Clerk, Deputy Clerk and Councillors.
* Any other duties as designated by the Clerk/Deputy Clerk.

**Salary**

Salary range is NJC Scale LC1, scales 7 (£20,092) to 12 (£22,183) pro rata, dependent on experience.

**Employee Benefits**

Baildon Town Council is a member of the Local Government Pension Scheme, the post holder will be provided with the opportunity to opt-in to this scheme via the West Yorkshire Pension Fund.

The post holder will be entitled to travel and subsistence allowances when appropriate, at the National Joint Council rate. Other equipment provided incudes a laptop and mobile phone.

The post is 20 hours per week dependent on the candidate, but the times of work can be agreed according to the individual. Some evening work will be required for committee meetings. Flexible working is encouraged subject to organisational requirements. Baildon Town Council aims to be a family friendly employer.

# Annual Leave

Annual leave entitlement is 25 days per annum, in addition to normal bank and public holidays, the post holder will also be entitled to two extra statutory days.

#