



## **JOB DESCRIPTION & PERSON SPECIFICATION EVENTS AND ADMINISTRATION ASSISTANT**

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### **Job Summary**

To support the Town Clerk with the management, delivery and administration of local services and events to the growing population of Prudhoe; 11,675 in the 2011 census.

To assist the Town Clerk and the corporate body of the Town Council, made up of fifteen Town Councillors, to raise the profile of the Council and to enhance and promote the town of Prudhoe to residents and visitors.

### **Reporting to/Place of Work**

To report to the Town Clerk and work from offices within The Spetchells Centre, 58 Front Street, Prudhoe, NE42 5AA.

### **Salary Range**

SPC 5-6 £18,795-£19,171 (£9.77/hour)

### **Hours of Work**

Up to 20 hours/week      Monday – Friday  
Possible evening work on 2 Wednesdays/Month  
Occasional weekend work for events

### **Core Responsibilities**

- 1. Dealing with general day-to-day activities resulting from being a public-facing office within The Spetchells Centre.**
  - a. Answer the telephone and be the first point of contact for the Council, taking accurate messages, where appropriate.
  - b. Document and escalate any queries/comments raised to the Town Clerk and relevant Councillor(s).
  - c. Deal with enquiries from members of the public who come in person to the office, often signposting to external partners.
  - d. Receive correspondence by post and email; deal with any enquiries or pass these on to the appropriate body/person.



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- 2. Ensuring timely, professional communication with Councillors, outside bodies and the general public.**
  - a. Assist in the production, collation and delivery of agenda notices and associated papers for meetings of the Council and its Committees.
  - b. Provide administrative support and meeting room preparation for each meeting of the Council and its Committees, including the taking of minutes.
  - c. Ensure that agendas, associated papers and minutes of the Council and its Committees are uploaded to the Council's website in a timely manner in line with Openness and Transparency Regulations.
  - d. Ensure that, following each meeting, minutes are drafted and circulated appropriately for approval.
  - e. Monitor and update the Council's website and promote the Council's activities on Social Media.
  
- 3. Providing bereavement administration and support in regards Edgewell Cemetery, to funeral directors, memorial masons and the general public.**
  - a. Ensure cemetery paperwork is completed and processed as a priority and that cemetery records and deeds are maintained accurately.
  - b. Liaise with external partners and the general public, to book funerals and memorial work, in a timely and professional manner.
  - c. Issue invoices and input to system to ensure proper credit control.
  - d. Assist the Clerk in all aspects of cemetery administration.
  
- 4. Planning and organising events which promote the activities of the Town Council, including Prudhoe in Bloom, Highfield Fest, Miners Race, Remembrance and the Christmas Lights Switch-on.**
  - a. Deliver the day-to-day preparation, administration and promotion for all events.
  - b. Book entertainers, activities, etc. and enlist community support.



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- c. Hire/buy all necessary infrastructure; stage/lighting, security/safety and welfare.
- d. Complete safety plans in accordance with Northumberland County Council Safety Advisory Group; arrange road closures and apply for necessary licenses.
- e. Prepare press releases and update Town Council website and social media pages, before and after events.

**5. Providing general clerical support to the Town Clerk on a varied programme of services and activities.**

- a. Issue correspondence as directed by the Clerk.
- b. Assist with the production of the Council's Annual Report.
- c. Undertake administrative tasks such as filing, photocopying and ordering of consumables.
- d. Assist in the preparation of any report(s) and/or background documents associated with meeting agendas.
- e. Maintain the official file of the minutes of meetings in line with legislation.
- f. Assist with the production of the payment of accounts schedule and VAT return.



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**6. PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Good General Education to GCSE Level (or equivalent), including English and Mathematics (A-C or equivalent)</p> <p>Commitment to complete study for 'Introduction in Local Council Administration' (ILCA)</p>	NVQ Level 2 (or equivalent) in Business Administration, or commitment to work towards
<b>Skills</b>	High quality written and oral communication skills, able to exchange information orally and in writing to others	Proactive in communication development and improvement
	Professional first point of contact for those who contact the Council	
	Respectful of confidentiality	
	Works efficiently and effectively to time measured tasks	
	Recognises when situations/queries need to be sign-posted or referred	
	Ability to organise and prioritise workload	
	Able to work independently within recognised procedures whilst using own initiative	
<b>Knowledge and Experience</b>	Providing high-quality and accurate administrative support	Taking and writing-up minutes
	Producing professional and timely documents and correspondence	Managing a professional website
	Assisting with functions and events	Managing a professional social media page
	Maintaining an on-line presence via website(s) and social media platform(s)	WordPress website management/development
	Good working knowledge of Word, Excel and PowerPoint (or equivalent)	Advanced level working knowledge of Word, Excel and PowerPoint (or equivalent)
	Proven in a customer focused role	Local Government Administration



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	<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Able to work within strict codes of conduct, policies and procedures	
	Able to establish good working relationships with wide-ranging people	
	Self-motivated and resourceful	
	Excellent organiser	
<b>Special Requirements</b>	Able to attend twice monthly, Wednesday evening meetings	Able to attend other adhoc monthly meeting as required
	Able to work occasional weekends for Town Council events	Driver and use of car for Town Council events