JOB DESCRIPTON

JOB TITLE: **ADMINISTRATION OFFICER/DEPUTY PARISH CLERK**
HOURS: **25 hours**
(Monday-Friday to be agreed, including occasional evenings and weekends)
REPORTS TO: **Parish Clerk**

Overall Responsibility
The Administration Officer/Deputy Parish Clerk reports to and supports the Parish Clerk/Responsible Financial Officer and the Parish Office in fulfilling all Council administration and functions described in law and as directed by the Council.

Specific Responsibility

A In addition to contributing towards the overall administration of the Council, the Administration Officer/Deputy Clerk has specific responsibility for:

i The first point of contact for residents' enquiries - phone calls, in person and by email.

ii Odiham Cemetery enquiries and bookings - including liaising with funeral directors and bereaved families, managing non-cash payments, processing applications in line with legislation and rules, and keeping the official burial records up-to-date. This role will include regularly visiting the cemetery eg to check location of grave plots, headstones and following a burial.

iii Preparing the 3 weekly Planning & Development meeting agenda – by compiling a list of applications received by Hart District Council, decisions, other planning related correspondence received, and submitting the Council's decisions on Hart's planning portal.

iv The Bridewell Community Hub bookings – to receive enquiries and manage the booking system.

v Administration of the local Speedwatch group – co-ordinating Speedwatch sessions, liaising with volunteers and Hampshire Police, arranging training sessions for new volunteers, and sharing collected data.

vi Grants administration – promoting the Council's funding opportunities, receiving and collating grant applications, preparing a summary report of applications received and liaising with applicants.

B In fulfilling this role, typical duties include:

i Financial administration including receiving and processing invoices, inputting data on the Council's finance programme (Scribe) and raising invoices and purchase orders.

ii Assisting with the Council's transparency requirements by adding posts to the website (Wordpress), noticeboards and social media (generally Facebook).

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iii Designing and editing event posters and other media for the Council's newsletter (using Canva online graphic design programme).

iv Civic and community events – assisting with the Council's event organisation of annual parish assembly, Remembrance, Christmas tree lights switch-on and Christmas drinks reception.

v Liaising with members of the public, Parish Councillors, District and County Councils, other external organisations such as developers and local groups and organisations.

vi Researching suppliers, obtaining quotes, placing orders and making online purchases.

C As a Council employee, and as with all Council roles, this role requires:

i Willingness, where possible, to support other roles during busy periods or unforeseen circumstances including holiday and sick periods, subject to any variation to contract conditions being agreed in advance.

ii Ensuring the health and safety of resources and personal health and safety responsibilities as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.

iii Willingness to attend training courses which are required for this role and to support personal professional development.

iv Compliance with General Data Protection Regulations to ensure personal data is processed fairly and with privacy, as required by the Regulations.