

Job Description

Job title: Administrator

Responsible to: Chair, Burwash Parish Council

Purpose: To perform general administrative duties and provide support to the Council and Parish Clerk

Responsibilities:

- Write letters on behalf of Council.
- Answer general queries by telephone or email
- Sort and prioritise incoming post
- Be a first point of contact for residents with queries for Council
- Create and maintain filing and other office systems
- Book venues and co-ordinate Council events
- Schedule and attend meetings, taking minutes where necessary
- Assist the Parish Clerk as necessary
- Maintain budgets where required and carry out invoicing
- Update the website and App as part of a small team (Training given)
- Liaise with contractors and the Council handyperson working on local projects

Salary:

£12.00 per hour

Working hours:

15 hours a week - ideally three hours each morning, working from the Parish Office.
(By agreement, the Administrator will be able to work from home on occasion)

Role:

As Administrator you will support Burwash Parish Council and the Parish Clerk in their work to deliver an efficient and effective service to the local community. Your job will be varied and you may be asked to attend and minute the occasional evening meeting.

Skills and attributes:

- Highly organised, with an attention to detail
- Strong written and verbal communication skills
- Computer skills
- Good with people
- Experience with budgets