

Job Title

Administrative Assistant

Location

Town Council Office, 06 Market Place, Downham Market, Norfolk PE38 9DE

Position Type

Part Time

Monday – Friday 10am – 3pm

Salary

Spinal Column Point 8 - 10 - £24,702 - £25,545 (Full Time Equivalent)

About Us

Downham Market Town Council is a town of over 12,000 electors and consists of 4 wards; Downham East, Downham South, Downham North & Downham Old Town.

The Town Council has 20 members and holds regular meetings which the Council invite members of public to attend.

We strive to maintain and enhance the quality of life in our town through effective governance and the provision of essential services.

As an Administrator to the Town Council, you will play a pivotal role in facilitating the smooth operation of our council and supporting its initiatives.

Role Overview

We are seeking a motivated individual to join our team as an Administrative Assistant, reporting directly to the Town Clerk, providing administrative support to assist the Town Clerk and Deputy Clerk in managing council affairs, and ensuring compliance with legal requirements.

Key Responsibilities

Handling incoming correspondence, including letters and emails, consulting with Borough and County Councils, local organisations and the public as required.

Disseminating pertinent information to Councillors.

Supporting the preparation of agendas and documents for Council meetings.

Providing support and executing decisions made by the Council, as delegated.

Providing administrative support to events and civic occasions.

Providing support to the Town Clerk / Deputy Clerk on project work, as required.

Management of supplier and contractor purchase orders and invoices.

Updating the Town Council's website and Facebook page.

Maintaining, archiving and updating records and documents.

Ordering stationary and supplies.

Developing the Council's Tourist Information and maintaining stock of leaflets etc.

Providing support in annual budget preparation.

Essential Skills

Strong organisational skills with the ability to prioritise tasks effectively and meet deadlines.

Excellent communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders.

Proficiency in IT and office software applications, including Microsoft Office suite and email.

Willingness to work evening / weekends as events require such as Christmas Lights Switch On Event.

Skills must include punctuality, reliability, a 'can-do' attitude and adaptability.

You must be a team player.

Desirable Skills

Previous experience in an administrative role, preferably within a Parish / Town Council.