



## Pelton Parish Council

### Job Description

<b>Post Title:</b>	<b>Administration and Allotment Officer</b>
<b>Grade:</b>	<b>SCP 11 Full Time Equivalent £27269 pro rata</b>
<b>Hours:</b>	<b>20 hours including some evening and weekend work. Reasonable overtime may, from time to time, be required in accordance with the needs of the business.</b>
<b>Location:</b>	<b>Pelton Parish Council</b>
<b>Responsible To:</b>	<b>Clerk and Responsible Financial Officer</b>

#### Description of the Role:

The role holder will be responsible for office administration and allotment administration functions that ensure the Council meets its legal and statutory obligations.

Specific responsibilities will include ensuring all allotment sites are managed effectively including those overseen by Allotment Associations. To act and direct action to improve the allotment environment, and to build a relationship of mutual trust and respect with allotment holders, allotment associations and other stakeholders. Hours of work to be agreed with the Clerk and Responsible Financial Officer but availability to work on a Wednesday afternoon and an element of weekend and/or evening work would be required.

The role holder will when required deputise for the Clerk

#### Specific Responsibilities:

1. To provide officer support for the management, administration (including meetings) and reporting of the allotments.
2. To provide the first line of communication for all enquiries either in person or through different customer contact channels.
3. To provide administrative support on council activities to the Clerk and Responsible Financial Officer.
4. To assist in delivery of council events working with the Community Events Working Group.
5. To complete appropriate risk assessments and event management documentation.
6. To assist the Clerk and Responsible Financial Officer to source external funding for events and activities.
7. To assist with the administration and distribution of the parish quarterly newsletters.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, to suggest modifications.
9. To act as a representative of the Council as and when required.

#### General Responsibilities:

10. Ensuring the confidentiality of those Council matters which are not in the public domain comply with relevant legislation.



11. Assist with the preparation and publishing of the Councils Annual Report in conjunction with Clerk and Responsible Financial Officer and Council Members.
12. To attend the Annual Parish Meeting and to support the implementation of decisions made at the meeting that are agreed by the Council.
13. To maintain a good understanding of community needs and support the development and implementation of plans and long-term strategies for the Council.
14. To comply with the Council's obligations for HSE, EDI, GDPR, FOI and Safeguarding.
15. To carry out any other relevant duties which may be assigned from time to time by the Council.
16. To attend training courses or seminars commensurate with the role.
17. To assist the Council in achieving and retaining the status of Quality Gold.
18. As this is a new role the specific responsibilities and working pattern will be reviewed regularly with the Clerk