

Administrative Support Officer

Make a Difference in Your Community

Bishop Auckland Town Council is one of the larger parish councils in County Durham, serving a growing and ambitious town. We are looking for a highly organised and motivated Administrative Support Officer to join our small, professional team and play a key role in supporting the effective operation of the Council.

This is an exciting opportunity for an experienced administrator who enjoys variety, takes pride in delivering high-quality work and is interested in supporting local democracy, governance and community services.

Working closely with the Town Clerk and Deputy Town Clerk, you will help ensure the Council meets its statutory responsibilities while contributing to the ongoing development and modernisation of council systems and processes.

About the Role

The successful candidate will provide high-quality administrative support across a range of council functions, including governance, compliance, meetings administration, records management and communications.

Key responsibilities will include:

- Supporting the Town Clerk with governance, compliance and audit requirements.
- Managing council records, correspondence and filing systems.
- Assisting with the preparation and publication of agendas, minutes, reports and policies.
- Maintaining information on the Council website.
- Supporting meetings and administrative processes.
- Contributing to the continuous improvement of administrative and digital systems.
- Assisting in the delivery of an efficient, transparent and accountable council service.

About You

We are looking for someone who:

- Has strong administrative experience.
- Possesses excellent organisational and communication skills.
- Has a high level of accuracy and attention to detail.
- Is confident using Microsoft Office and digital systems.
- Can manage competing priorities and work on their own initiative.
- Understands the importance of confidentiality, professionalism and customer service.

- Is committed to delivering high standards of support within a public service environment.
- Experience of working within local government, the public sector, governance or committee administration would be advantageous but is not essential.

What We Offer

- A varied and rewarding role at the heart of the local community.
- Opportunities for professional development and training.
- A supportive and friendly working environment.
- Local Government Pension Scheme.
- The opportunity to contribute to the future development of Bishop Auckland and its communities.

Job Description/ person specification

Bishop Auckland Town Council

Part-time Administrative Support Officer

Job Description

Post Title:

Admin Support Officer (Part-Time)

Employer:

Bishop Auckland Town Council

Hours:

20 hours per week (shifts to be determined Monday to Friday, late evening meetings up to 4 per month until approx. 8pm will be required)

Salary:

NALC Pay Scale LC1 spine points 13-17 - £15.56-£16.61 per hour (FTE £30,023-£32,046)

Location:

Bishop Auckland (with some flexibility subject to council requirements)

Responsible to:

Town Clerk

Role Purpose

The Admin Support Officer will support the Town Clerk in ensuring that Bishop Auckland Town Council operates effectively, lawfully, and in line with statutory requirements and best practice. The postholder will provide administrative and governance support, assist with audit processes, and help maintain robust governance systems and records.

Key Responsibilities

Provide high-quality administrative support to the Town Clerk in relation to council governance, statutory compliance, audit requirements and decision-making processes.

Assist with the management of council records, correspondence, document control and filing systems, ensuring information is accurate, accessible and maintained in accordance with legal and governance requirements.

Support the publication and administration of council documents, agendas, minutes, policies and governance information, including maintaining content on the Council's website.

Assist with the preparation and organisation of meetings, reports and associated documentation. Contribute to the continuous improvement of administrative, governance and digital systems to support efficient and effective council operations.

Support the implementation of best practice in local council administration, transparency and record management.

Any other duties as appropriate in line with the level of the post as directed by the Town Clerk.

Person Specification

Essential

- Experience in an administrative or governance-related role, ideally within a public, voluntary, or local government setting.
- Strong organisational skills with the ability to manage multiple priorities and deadlines effectively.
- A clear understanding of the importance of effective communication when working with elected members, officers, and external stakeholders.
- Excellent attention to detail and accuracy.
- Confident using Microsoft Office (office 365) and digital systems.
- Ability to handle confidential information with discretion and professionalism.
- Ability to work independently while supporting a small team.
- 4 GCSE passes including Maths and English
- Level 2 or equivalent in Business Administration

Desirable

- Knowledge of local government or town/parish council governance.
- Familiarity with audit processes and risk management.
- Experience working with elected members or senior officers.
- Level 3 or equivalent in Business Administration
- Experience of Scribe Accountancy software

Additional Information

- The post is part-time (20 hours per week), with working hours to be agreed.
- Salary will be based on the NALC pay scale, commensurate with experience.
- The role will require evening attendance at meetings usually one evening per week, with hours adjusted to accommodate or time off in lieu as appropriate.