



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

Town Hall, Market Hill, St Ives,

Huntingdonshire PE27 5AL

Tel: 01480 388929

e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Job Title: Administration Officer (Full time)

Location: St Ives

Salary: £20,258- £21,189 (pro rata) (SCP 1-4)

Job type: 4 days per week working 4 hours per day (TBC)

As the first tier of local government St Ives Town Council is active in supporting and representing those who live, work and visit St Ives and are actively working to make it a key tourist destination to increase the economic vibrancy for the benefit of all.

The Role

We are looking for someone interested in a Full Time role working 4 Days per week from 9.30am - 13.30 however, these hours are open to discussion from an appropriate applicant.

You will be working with a well-established team within the Town Council with the primary functions of the role being to assist in taking giving administrative support to the democratic officer, Officers, Councillors, and the Ground Maintenance Team as required and organising documentation.

Responsibilities

- To attend to and answer any queries arising from members of the public, residents or visitors, either by telephone, on social media or in person at reception.
- To keep the website and social media pages up to date.
- To undertake general administrative duties as required, including information gathering, processing, spreadsheets, post, stationery, diary management, event management, updating records and notice boards.
- To respond to general correspondence via letter/e-mail.
- To maintain registers, databases records and registers.
- To assist the Democratic Officer in the preparation of Agendas, minutes and the minute books.
- To assist relevant volunteer groups in their efforts undertaking related
- To adhere at all times to the policies and instructions of the Council.
- The above list is not exhaustive, but an example of the duties; there will be other duties that might reasonably be required.

Ideal Candidate

- GCSE C (or 4) equivalent in Maths & English
- Appropriate Management administration or professional qualification
- Attention to detail with a can-do attitude, this person will take pride in their work and be determined to complete it in a timely manner.
- NVQ certification would be desirable
- Project management skills

- Proven experience in office administration
- Excellent communication and interpersonal skills
- Excellent organisation skills
- Knowledge of how to deal with public and sign post effectively
- Practical knowledge of all Microsoft packages (word, excel, Outlook)
- Navigational skills on social media and web site upkeep

Benefits

- Pro Rata Holiday - 21 Days plus bank holidays
- Full pension available
- Full training and Shadowing will be given prior to starting
- Full training and ongoing training and qualifications will be given
- This will be an office-based role

We are looking for an immediate start and so interviews will be arranged ASAP.

The council is an equal opportunities employer so all applicants will be considered for employment without attention to age, race, religion or belief, sex, sexual orientation, gender identity or disability status.

To apply for this role please send your CV and a short synopsis of your background and working history to:

clerk@stivestowncouncil.gov.uk