

New Frankley in Birmingham Parish Council Part-Time Administrative Assistant

Job Title: Administrative Assistant

Based: 12 Arden Road, Frankley, Birmingham, B45 0JA

Responsible to: Parish Clerk and New Frankley in Birmingham Parish Council

Salary: £9.46 per hour Hours: 12 hours per week (9am – 1pm)

Days of Work: Flexible (ideally Mon, Tues and Weds)

Working on behalf of New Frankley in Birmingham Parish Council, the parish council are looking for an experienced administrator to work part time, to support the parish council office. The Administrative Assistant supports the Parish Clerk to carry out the functions of the Parish Council to secure its aims and objectives, working with the Clerk to ensure that the statutory and other provisions governing or affecting the running of the Council are observed.

Key Duties and Responsibilities

- To deal with telephone, correspondence, and face to face enquires from, residents.
- To provide administrative support to the Clerk of the Parish Council and Parish Councillors.
- To prepare agendas for external meetings.
- To type letters, reports and minutes where required.
- Maintain and build relationships with the community.
- Conduct monthly audit checks of community defibrillator owned by the parish council, record results and report any areas of concern to the provider.
- To maintain filing systems and electronic systems
- To collect, screen and distribute post.
- To co-ordinate any other administrative duties i.e. sending out information, photocopying, answering the telephone, greeting clients, stationery ordering, researching on request of the parish council.
- Undertake other duties as requested by the Parish Council.
- Monitoring stock levels of stationery.
- To complete referrals (paper and electronic) for local charity support and signpost members of the public to relevant organisations.

Key skills:

- Good attention to detail
- Ability to stay calm under pressure
- Methodical and thorough approach to work
- Organised

- Good at prioritising tasks

Desirable skills

- Local council experience
- Minute taking experience
- Maintaining Word Press websites

Local Council training will be offered to the successful candidate.

TRAINING REQUIREMENTS: Minimum of one year general office clerical experience or any combination of experience and education which provides the applicant with the desired skills, knowledge, and ability required to do the job.

This is an interesting and varied role and a great opportunity to be involved in the local community.

Closing date for applications: 5.00 pm Wednesday 21st July 2021

Shortlisting: Monday 26th July 2021

Interviews: Monday 2nd August 2021

Application forms available from
www.newfrankleyinbirminghamparishcouncil.gov.uk or

Parish Clerk, New Frankley in Birmingham Parish Council,
Parish Office, 12 Arden Road, Frankley, B45 0JA

or newfrankleyparishcouncil@gmail.com or 0121 457 9410

Administrative Assistant – New Frankley in Birmingham Parish Council

	Essential	Desirable
1. Educational qualifications		<p>Further qualifications relevant for the role of admin assistant/local council that you feel will add value to the role.</p> <p>GCSEs or equivalent in Maths and English</p>
2. Work Experience	<p>Experience of working with people in different settings; administration experience.</p>	<p>Experience of working with any assets or situations that will arise in a local council.</p>
3. Skills/knowledge and aptitude	<p>IT skills and knowledge of Office software</p> <p>Attention to detail & accuracy.</p> <p>Communication skills – written & verbal</p>	<p>Ability to problem solve and work on own initiative when required.</p> <p>Knowledge of local councils.</p>
4. Motivation	<p>Able to maintain good relationships with Councillors, public and contractors.</p> <p>Self-reliant and self-motivated.</p>	<p>Willingness to undertake training relevant to the role, to develop in the position to support the Parish Clerk.</p>
5. Other	<p>Able to demonstrate flexibility as required.</p> <p>Willingness to attend occasional evening meetings and parish events (outside of normal working hours)</p>	