

Administration Officer, Whitworth Town Council

Duties:

- Communicating with councillors and members of the public in person, via email and over the telephone.
- Managing and supporting the council's social media platform.
- Assisting with the production of the council's quarterly magazine.
- Attending formal meetings of the Council and Committees of the Council and preparing the Agendas and Minutes with the support of the Town Clerk.
- Conducting office duties including receiving and responding to emails, making, and answering telephone calls, use of office equipment such as pc, photocopier, scanner etc.
- Attend necessary training courses and keep abreast of changes of policy affecting the Council.
- To read and understand the Standing Orders of the Council.
- Supporting and organising community events.
- Any other administrative duties required.

Required skills

- Basic English and maths skills
- Good knowledge of basic Microsoft Office
- Ability to work on own initiative.

Salary

National Minimum Wage

Part time - 15 to 20 hours a week, hours negotiable.

Base

Whitworth Town Council Office, The Ashcroft, Market Street, Whitworth, OL12 8DP