

Part-time Office Administrator role.

The primary purpose is to **assist the Parish Council Clerk** by handling routine administrative, operational, and support tasks — thereby freeing up the Clerk's time for higher-level responsibilities (such as statutory compliance, advising Councillors, preparing agendas/minutes, financial oversight as Responsible Financial Officer, policy advice, legal compliance, and strategic implementation).

Job Title

Part-Time Parish Council Office Administrator (to assist the Parish Clerk)

Job Type

Part-time (approximately 5–8 hours per week) Flexible scheduling (e.g., mornings/afternoons, spread across 2–4 days — to be agreed) Location: Primarily office-based at [Parish Council Office / specify location], with occasional local errands

Job Summary

This role exists specifically to **support and assist the Parish Clerk**, reducing their administrative workload on routine and operational tasks so they can focus on core statutory duties, professional advice to Councillors, meeting preparation, financial management as Responsible Financial Officer (RFO), legal compliance, policy development, and implementing Council decisions.

The Office Administrator will handle day-to-day clerical, communications, asset maintenance, and support activities in a small community setting. Ideal for a reliable, local person who enjoys practical variety and contributing to parish life with limited, flexible hours. **Note:** This is not an exhaustive list; other reasonable administrative or support tasks may be assigned as required by the Clerk or Council.

Key Responsibilities

Council Meeting & Document Support (to relieve Clerk of routine prep/distribution)

- Uploading agendas, minutes, and related documents to the Parish Council website
- Preparing and posting social media updates (including agendas, minutes, public notices, and responses to comments/inquiries)
- Printing copies of agendas and minutes for meetings and distribution
- Placing physical copies of agendas and minutes on notice boards in the parish

Communications & Correspondence

- Forwarding circular emails and general inquiries to the appropriate Councillor/Clerk
- Managing routine email/social media responses on behalf of the Council (where directed by the Clerk)

Office & Supplies Management

- Ordering general office supplies and maintaining stock levels

- Sending meter readings for electricity usage in the office
- Cleaning/tidying the office space (with shared responsibility as needed)

Financial & Invoicing Support (routine chasing and processing to support the Clerk/RFO)

- Reviewing and chasing outstanding purchase orders and invoices
- Annual invoicing for sponsorships, allotments, and garages
- Raising monthly gas and electricity invoices for the café tenant

Community & Asset Maintenance

- Arranging litter-picking equipment (bags, pickers, etc.)
- Inspection of Ball Grove (or similar parish assets) when required
- Ensuring defibrillators are operational (checking batteries/pads and ordering replacements as needed)
- Ad-hoc local journeys/errands (e.g., collecting sandwiches for events, Parish Council regalia/chains, selection boxes, etc.)
- Reviewing CCTV footage (as and when required for security/incident follow-up)
- Maintaining and following up on "Grot Spot" maps/reports (fly-tipping/litter issues)

Required Skills and Qualifications

- Previous administrative, clerical, or office support experience (even part-time, volunteer, or community group roles welcome)
- Strong organisational skills, attention to detail, and ability to work methodically
- Good written and verbal communication (professional tone for public-facing posts/emails)
- Proficiency in Microsoft Office (Word, Excel, Outlook) or Google Workspace; basic website content management (e.g., uploading PDFs)
- Comfortable with social media platforms (posting, responding, scheduling)
- Reliable, discreet, and able to handle confidential/sensitive information
- Full UK driving licence and access to a vehicle for occasional local errands

Preferred (but not required)

- Experience in local government, parish councils, community/voluntary groups, or small non-profits
- Familiarity with basic invoicing, expense tracking, or public sector admin
- Local knowledge of the parish area (for errands, notice boards, asset checks)
- Understanding of data protection/GDPR basics in a public context

Working Conditions

- 5–8 hours per week (flexible; some tasks like uploads/emails may allow remote working if equipment permits)
- Office-based with occasional outdoor/local travel (mileage reimbursed at HMRC rate)
- No heavy lifting; occasional light carrying (e.g., supplies, printed materials)
- Reports to / works closely with: The Parish Clerk

Compensation

- Hourly rate: Minimum wage per hour, depending on experience and location
- Paid monthly via bank transfer
- Mileage reimbursement for approved errands (at standard HMRC rate)
- [Any other: e.g., no pension/holiday entitlement due to low hours, or pro-rated if qualifying under regulations]

How to Apply

Please email your CV/resume along with a short note on your availability, relevant experience, and why you'd like to help support the Parish Clerk to clerk@trawdenparishcouncil.org.uk.

We are looking for someone proactive, trustworthy, and community-minded who can reliably take routine tasks off the Clerk's plate — making a real difference in a parish council!