



WORTH PARISH COUNCIL

Job title	Communications & IT Administrator
Location	First Floor, The Parish Hub, Copthorne
Salary	£12.23 per hour
Responsible to	The Clerk

Summary

To promote the Council in the Community; to provide internal IT support and general administrative support.

Key Activities

- To establish a social media presence for the Council.
- To be responsible for generating content of social media sites used by the Council, its website, newsletters, and presentation of PR/publications in association with Council activities
- To manage the Council's website, ensuring key documents are uploaded
- To manage the Council's internal IT structure, ensuring efficient cloud storage of documents and information; to assist Councillors accessing same
- To manage the Council's mapping system, ensuring asset register is kept up to date
- To investigate applications/software/processes that would enhance the Council's productivity
- To manage Council data bases to ensure that these are current and GDPR compliant
- To work with the Clerk on management of the Council's policies, ensuring that these are reviewed as required and uploaded onto the website
- To organise the Council's paper filing system, scanning documents to make a more efficient electronic system
- To provide regular reports for Council meetings as and when required

General

- To carry out other duties within the capacity of the post holder which may be from time to time required
- The Council reserves the right to vary the contents of this job description, after consultation, to reflect changes to the job role without changing the general character of the post or level of responsibility.

Training/Qualifications

- To undertake training relevant to the role as required.

July 2021