



WORTH PARISH COUNCIL

JOB DESCRIPTION

Job title	Administration Assistant
Location	First Floor, The Parish Hub, Copthorne
Responsible to	Chief Officer
Salary	SCP 12 £14.82 per hour
Contract terms	Fixed term contract to 31st March 2027 20 hours per week, 9.30am to 1.30pm Occasional weekend/evening attendance required to attend events, such as the Copthorne Carnival (time accrued to be taken as TOIL)

Summary

To provide administrative support to the office

To be the first point of contact for members of the public and councillors

Key Activities

- Provide administration support to the Chief Officer, Assistant Clerk and Assistant Clerk (Projects)
- Manage hirers for the South Room and Multi-Use Games Area
- Manage allotment rentals
- Deal with general enquiries from members of the public and councillors
- Manage the office filing systems, diaries and workflows
- Report issues to other authorities/agencies/grounds team
- Office management
- Event planning and support
- Provide research support to the Chief Officer, Assistant Clerk and Assistant Clerk (Projects)
- Data management
- Volunteer management
- Support with Business Plan administration

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.