

JOB DESCRIPTION

POST TITLE:	COMMUNICATIONS, GRANTS & ADMINISTRATIVE SUPPORT OFFICER (Full Time 37 hours per week)
DEPARTMENT:	TOWN CLERK'S
LOCATION:	CIVIC OFFICES, WELLINGTON ROAD, RHYL
APPOINTMENT:	NJC CONDITIONS OF SERVICE
SALARY SCALE:	Grade 7

The postholder will be required to assist in all aspects of the council's work, as needs dictate, in addition to the following specific duties and responsibilities:

1. Provision of PR and communications (digital and otherwise) for the council – keeping website up-to-date, managing social media platforms and liaising with public and press enquiries.
 2. Identifying grant funding for specified council projects and responsibility for preparing and managing funding applications.
 3. Provision of administrative support to the Mayor and Deputy Mayor – diary management, correspondence, preparing the Mayor for official engagements, ensuring protocol is followed, speech writing and the production of a record of office.
 4. Organising annual events – Annual Meeting & Mayor Making, Civic Sunday, Remembrance Sunday including parade and wreath laying ceremony, Mayor's refreshments after December Council meeting, organising of ad-hoc events/projects.
 5. Responsible for collation, production and distribution of meeting summons, agendas and associated papers.
 6. Council Minutes – recording amendments to confirmed Council minutes, arranging for the production of the end copy Minute Book and binding thereof and publication of agendas and minutes on the council's website.
 9. Managing all translation requirements and maintaining spreadsheet for invoices.
 10. Responsible for arranging and overseeing the PAT testing of electrical appliances within the council offices, as required.
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11. General administrative duties including:

- Dealing with telephone and reception enquiries.
- Assisting councillors with enquiries.
- Dealing with mail inwards and outwards.
- Managing paper and digital filing systems.
- Maintaining stock levels of stationery and refreshments.
- Writing of own correspondence.
- Work delegated by Town Clerk.
- Responsible for arranging with outside organisations as to the disposal of confidential waste.
- Arrange for disposal of office recycling.
- Annual production of mail merged letters to outside organisations and the councillor representatives.
- Carry out some duties of the Deputy Town Clerk in their absence.

12. To assist generally as needs dictate in the work of the Council

13. Use of MS Office to update and maintain civic guest lists and to carry out mail merges.
