



HASLEMERE TOWN COUNCIL JOB DESCRIPTION

Post Title	Office manager
Reports to	Town Clerk
Working hours	24 per week (9am – 3pm Monday, Wednesday, Thursday and Friday)

Job Purpose

To maintain the smooth operation of the Office at Haslemere Town Council, including providing diary and admin support to the Town Clerk.

To manage assist with the management of the council's assets, document management, invoicing, financial and planning administration.

Principal Accountabilities

1. General administration

- To provide administrative support the Town Clerk.
- Manage and promote use and booking of council assets.
- Raise and send invoices, helping to prepare for monthly accounts.
- Keep the Council records and file systems in good order, archive files in accordance with the Council's document retention policy.
- Ensure that the Council's noticeboards are kept up to date.
- Order stationery and other materials.
- Review on a weekly basis council's Facebook and Instagram messages and friend requests.
- Positively promote the Council's image by always acting in a professional way, be the main point of contact for calls and visitors to the office.

2. Newsletter and communications

- Produce a quarterly residents' newsletter, both in hard print and digitally, working to increase the number of recipients receiving the digital version.
- Publish a monthly roundup of the council's activities on social media.
- Grow the council's online presence, develop and maintain a strategy for increasing followers on social media.
- Work with the Civic and Events officer to maintain the council's website and update social media platforms.

3. Council admin

- Manage meeting information stored on the council's website, ensure draft / signed minutes are properly stored / published.
- Minute working party meetings as required and to maintain the council's website to ensure that meetings are published and minutes and papers are available in a timely manner.
- Assist with Events planning as required.

Key Skills required

- Strong organisational skills.
- Solid verbal and written communication skills.
- Experience in managing social media accounts.
- Proficient in Microsoft Office.
- Knowledge of Canva and Wordpress and advantage.
- Self-starter able to work with minimal supervision.
- Flexible approach.
- Attention to detail and excellent work management.
- Ability to prioritise work in a fast changing environment.

Out of Hours working

The following is a schedule of events at which the Town Council runs or is involved with and at which attendance is required as shown.

Other ad hoc events may require attendance as advised by the Town Clerk.

TOWN COUNCIL EVENTS			
Event	Venue	Date	Expected attendees
Mayor Making	Town Hall	Second or third Thursday of May @ 7pm	Cllrs, TC, DTC, SSO, ACO, PAO
Civic Service	Haslemere	Early Summer	Cllrs, TC, DTC, SSO, ACO, PAO
Bi-annual local organisation event	Town Hall	15 th June @ 7pm	TC, ACO
Insp Donaldson event	Town Hall	Last Sunday in July, midday	Cllrs, (TC, DTC, PAO, SSO, ACO take in turns)
Remembrance Sunday	Haslemere	Closest Sunday to 11th November	Cllrs, TC, DTC, SSO, ACO, PAO
Christmas Carol Service	Lion Green	Usually 2 nd Thursday in December 6pm	Cllrs, TC, DTC, SSO, ACO, PAO
Annual Town Meeting	TBC	Mid March (evening)	Cllrs, TC, DTC, SSO, ACO, PAO
Civic Reception	Mayor's choice	April (weekend)	Cllrs, TC, DTC, SSO, ACO, PAO
Car Boot sales	Lion Green	Ad hoc	TBC
KEY TM - Town Mayor Cllrs - Town Councillors TC - Town Clerk DTC - Deputy Town Clerk PAO - Project and Amenities Officer SSO - Support Services officer ACO - Admin and community support officer			