



HASLEMERE TOWN COUNCIL

Haslemere Town Council Job Description

Post Title Office Administrator
Reports to Town Clerk

Job Purpose

To maintain the smooth operation of the Office at Haslemere Town Council, including diary management / bookings, document management, invoicing and purchase orders. To deal in an efficient and courteous manner with members of the public, both in person and by other means of communication. To provide cover for the Support Services Officer and other team members as required.

Principal Accountabilities

1. Keep the Council records and file systems in good order, archive files in accordance with the Council's document retention policy.
2. Manage and promote Council Chamber and Lion Green, St Christopher's Green and banner bookings.
3. Raise and send invoices, including annual allotment invoicing, helping to prepare for monthly accounts.
4. Manage Council meetings papers – producing Agenda packs, ensuring signed minutes are produced and properly stored.
5. Managing the Council's allotment waiting list.
6. Ensure that the Council's noticeboards are kept up to date.
7. Order stationery and other materials.
8. Assist with the arrangements for Town Events.
9. Main point of contact for members of the public in person and on the phone during opening hours.
10. Review on a weekly basis the Public Notices in the Haslemere Herald and report issues to Council as necessary.
11. At the discretion of the Town Clerk, any ad hoc tasks which may arise from the Council's business.
12. Positively promote the Council's image by acting in a professional way at all times.

Key Skills required

- Strong organisational skills.
- Solid verbal and written communication skills.
- Proficient in Microsoft Office.
- Self-starter able to work with minimal supervision.
- Flexible approach.
- Attention to detail and excellent work management.
- Strong interpersonal skills.
- Ability to prioritise work in a fast changing environment.



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Out of Hours work expectations.

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

Event	Venue	Date	Organised by	Expected attendees
Mayor Making	Town Hall	Usually third Thursday of May @ 7pm	TC/MS	Cllrs, TC, DTC, MS
Civic Service	Haslemere	Usually last Sunday in June, time varies	MS	Cllrs, TC, DTC, MS, OO
Insp Donaldson event	Town Hall	Last Sunday in July, midday	MS	Cllrs, TC, DTC, MS
Haslemere Walking Festival	Haslemere	Late September	VIC	TM open, all welcome
Remembrance Sunday	Haslemere	Closest Sunday to 11th November	TC/MS	Cllrs, TC, DTC, MS, OO
Mayor's Christmas Drinks	Town Hall	Mid December	MS	Cllrs, TC, DTC, MS, OO
Christmas Carol Service	Lion Green	Late December (evening)	TC/MS	Cllrs, TC, DTC, MS, OO
Annual Town Meeting	TBC	Late March (evening)	TC/MS	Cllrs, TC, DTC, MS
Mayor's Charity Golf Day	Mayor's choice	April (weekday)	MS	MS, all golfers welcome
Civic Reception	Mayor's choice	Late April (Friday or Saturday night)	MS	Cllrs, TC, DTC, MS, OO
EXTERNAL TOWN EVENTS				
Event	Venue	Date	Organised by	Usual Council support
Haslemere Food Festival	Lion Green	September	HE	Cllrs and Staff asked to volunteer
Christmas Market	Town Centre	First Sunday in December	HE	Cllrs and Staff asked to volunteer
Haslemere Fringe Festival	Lion Green	Biennially early July (next one 2018)	HF	Cllrs and Staff asked to volunteer
Charter Fair	Town Centre	Biennially early May Bank Holiday	HE	Cllrs and Staff asked to volunteer
Waverley Mayors lunch	Godalming	Late May	Waverley	TM, MS expected to attend
	TM - Town Mayor	MS - Mayor's Secretary		
	Cllrs - Town Councillors	OO – Office Administrator		



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	TC - Town Clerk	HE - Haslemere Events		
	DTC - Deputy Town Clerk	HF - Haslemere Festival		