

Haverhill Town Council

Council Administrator (Minute Secretary) **15 hours per week including regular evening work** **£11.02 per hour**

Haverhill Town Council is seeking an experienced person to take notes and prepare minutes of the council's meetings. This is an ideal opportunity for someone who meets the person specification and has an interest in local affairs and decision-making.

The role involves evening work, principally on Monday and Tuesday evenings between 7pm and 9pm, usually once a week, most weeks outside of school holidays. Most meetings are currently held by Zoom and for these working from home would be permitted only if there is a good enough broadband connection to enable this. At least one meeting a month is held in-person, usually at Haverhill Arts Centre and attendance would be required. All meetings are live-streamed.

Other work associated with the administration of the council's activities would also form part of the activity of the postholder. The council is based at Haverhill Arts Centre.

Flexibility on working hours is essential and additional hours to cover other aspects of council activity may be available depending on the background and experience of the applicants.

We are an equal-opportunities employer and are keen to ensure the Arts Centre reflects the local population it serves. For more information and an informal discussion, please contact Vicky Phillips, Assistant Clerk. 01440-712858 Mon-Thurs, or email vicky.phillips@haverhill-tc.gov.uk.

Visit our website www.haverhill-tc.gov.uk for an application form, Job description and person specification.

Closing date for applications: 30th April 2022.

Haverhill Town Council

JOB DESCRIPTION

- Post Title:** Council Administrator (Minute Secretary)
- Responsible to:** Assistant Town Clerk
- Responsible for:** Administration relating to council meetings
- Hours:** 15 hours per week, including regular evening meetings
- Salary:** Currently £11.02ph
- Holidays:** 22 days per year plus bank holidays, pro-rata
- Home Working:** Some element of homeworking may be permitted.

Overall Responsibilities

Provide administrative and minute-taking support to evening meetings of the council and work within a small team to support its wider work.

Key Responsibilities and Activities

1. Administration of meetings

- a. Assist the Town Clerk in ensuring the meeting diary is up to date.
- b. Ensuring meeting rooms are booked in good time.
- c. Assist the Town Clerk with pre-meeting preparations such as preparing papers and setting out the room.
- d. Attend council meetings that take place physically and through videoconference and take notes of proceedings.
- e. Promptly prepare the draft minutes of each meeting in accordance with the council's house style and instruction of the Town Clerk.

2. General Administration

- a. Liaise with colleagues to ensure consistency of administration cover.
- b. Open, record and distribute incoming post.
- c. Distribute Agendas, Minutes and associated papers to elected members and others.
- d. Respond to in-person, email and telephone queries to the council promptly and warmly.

3. Other

- a. Cover for other administrative functions as required.
- b. Maintain an understanding of the aims and current activity of the Town Council.
- c. Undertake training and development relevant to the role.
- d. Any other duties as reasonably requested.

PERSON SPECIFICATION
COUNCIL ADMINISTRATOR

Essential	Desirable	How Tested
Legal		
Must have the right to work in the UK.		ID document
Qualifications		
	CiLCA (Professional Clerking Qualification)	Application Form
Excellent standard of spoken and written English	Shorthand	Application Form/ Interview
Good standard of numeracy	NVQ in administration, or equivalent	
Ability to use Word and Excel		
Experience		
Note-taking	Previous experience in note-taking in a public body or legal setting	Application Form / Interview
Special Aptitudes		
Reliable and well organised. Excellent communication skills. Able to quickly and proficiently take accurate notes during meetings. Able to work well under pressure. Able to plan and prioritise your workload and work well without supervision. Accuracy and attention to detail and the desire to see jobs through to completion. An understanding of how strong administrative support contributes to the organisation's commitment to customer care. Bright, polite and friendly when dealing with members of staff or colleagues. Confident, professional, enthusiastic and self-motivated. Clean and smart appearance. Willing to work unsociable hours. Most council meetings run from 7-9pm on Mondays or Tuesdays, but some daytime work will be required.	Be aware of Haverhill Town Council's activities to be able to discuss them competently with residents.	Application Form / Interview