



SUNNINGDALE PARISH COUNCIL

Meetings Administrator

Sunningdale Parish Council is seeking to recruit a Meetings Administrator supporting the Parish Council Meetings and Committees with the exception of the Planning Committee.

The successful applicant will have excellent administration skills and will work flexibly to support the needs of our council. We are a busy and proactive council with many exciting projects over the next 5 years, many of which have already started.

The role requires a degree of flexibility with day-time hours and hours for evening meetings of which there is one to two evenings per month. The role is for 12 hours per week including some evenings, on a permanent basis.

Full training on the requirements for council agendas, papers and minutes will be provided during the 6-month probationary period with online and off site council specific training provided where required.

Job Summary

PLACE OF WORK:	Sunningdale Parish Council Office, Broomhall Recreation Ground Remote working is available once training has been completed for some hours
HOURS OF WORK:	12 hours per week to include Tuesday and Thursday during office hours of 9am to 3pm (with 30 minutes break) and up to two Tuesday evenings per month
RATE OF PAY:	£11.53 per hour (FTE £22,183) Local Council Pay Scale LC12 raising to £11.76 per hour (FTE £22,627) LC 13 after successful 6-month probationary period
BENEFITS:	Employer contributory pension 22 Days annual leave (Pro Rata to hours worked)

The Meetings Administrator will be required to produce agendas and minutes under the guidance and direction of the Parish Clerk and in partnership with the Chairmen of the Committee or Council. A key element of the role will be collating the agenda packs to include all papers relevant to the meeting and posting onto the council website as well as sending to the council / committee members.

The Meetings Administrator will be required to produce accurate, clear minutes of all council meetings, working groups and other meetings as required, and place these minutes on the council website in line with the council procedure for unapproved minutes. They will work within the statutory requirements placed on council to ensure transparency and legislative compliance.

This role will require confidentiality when attending and producing minutes for confidential (Part II) meetings.

In addition, they will work as part of the team, providing a fully flexible support service to the Parish Administrator, and elected members.

Job Description

Meetings

In supporting the council and committees, the Meetings Administrator will:

- collate items for council and other meeting agendas
- produce, under the guidance and direction of the Parish Administrator, the agenda packs for council meetings, working groups and other meetings
- attend daytime and evening meetings as required, to take and produce typed minutes, to distribute and upload to the council's website
- book meeting rooms and to ensure they are correctly set up with the requirements of the meeting
- liaise with councillors, members of the public and other attendees, regarding meeting details, such as date or venue changes, and to ensure any revisions are updated the website
- maintain and update attendance records and the meetings calendar on the council's website
- file and maintain the council's agenda and minutes

Administration

To work as part of the council team of Officers, providing support to the Parish Administrator, officers, and elected members, to include, for example, answering the telephone, filing, correspondence.

Ensuring administrative and legal procedures are followed.

To work as part of the team in the delivery of council events

Training

For this role within the council, training will be provided in the following:

- Council procedures as they pertain to meetings, minutes, agendas and papers
- Website administration for updating the meetings calendar, agenda pack and minutes
- Introduction to Local Council Administration (ILCA)
- Any other training appropriate to the role

Person Specification, Qualifications, and experience

	Essential	Desirable
Relevant Qualifications	A high standard of education – minimum five GCSE's or equivalent, including Maths and English as evidenced by a high standard of written English in the application process.	Knowledge and understanding of local council administration, including the decision-making process and powers available.
Relevant experience, skills and knowledge	Strong IT and computer skills, including MS Office, 365 and MS Teams, or similar virtual working environment	Previous local government experience or experience of governance arrangements such as agenda preparation and minute taking.
	Attention to detail and a conscientious approach to work.	Evidence of minute taking previously.
Communication and interpersonal skills	The ability to establish and maintain good relationships with Councillors, colleagues and members of the public.	Comfortable engaging at a senior level
	Ability to communicate clearly and present clear, concise written reports.	An enquiring mind with proven abilities in problem solving, multitasking and teamwork
	Essential	Desirable

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Communication and interpersonal skills	Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges.	Practical experience of working in a busy office environment.
	Ability to work to deadlines especially with competing demands.	Experience of minute taking and accurate recording of meetings.
	Ability to communicate using online resources such as websites and social media.	
	Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.	
	Commitment to excellent customer service.	
	Ability to set up and maintain manual and electronic filing systems.	
	Ability to work as part of a team and on own initiative.	