



Jane Austin

Executive Officer - Moulton Parish Council

Moulton Parish Council
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Administrator

Moulton Parish Council

Working Hours: Up to 30 hours per week (mainly Monday to Friday, plus some evenings and weekends to attend meetings and events, etc) TWO YEAR FIXED TERM CONTRACT

Salary: LC2 SCP 18 (£25,419) pro rata

Based at Moulton Community Centre

Moulton Parish Council is one of the largest and busiest Parish Councils in Northamptonshire. Planning permissions have been granted for 5,200 homes to be built in and around Moulton over the next ten to fifteen years.

We handle the demands of our ever-growing population. In addition to this workload, Moulton Parish Council operate out of a recently built £2.5m Community Centre. The Centre houses our Community Managed Library (where our Health & Wellbeing Hub operates from), Pre-school and Café, as well as several rooms for hire and the Parish Office. The Community Centre is the first of two buildings to be built on the site of our new Community Hub. A 10 GP Health and Wellbeing Centre is planned to follow.

Applications are invited for the post of Administrator, who will play a key role in the day to day running of the parish. (See attached job description).

The successful candidate will need to demonstrate excellent organisational and communication skills as well as an ability to work efficiently and accurately.

For further details or to request an Application Pack, please contact Jane Austin, Executive Officer, Moulton Parish Council by email on:

info@moultonparishcouncil.org.uk

Closing Date: Friday 27th May 2022

ADMINISTRATOR JOB DESCRIPTION

ROLE:	Administrator to Moulton Parish Council
REPORTS TO:	Executive Officer of the Parish Council
MAIN PLACE OF WORK:	Moulton Community Centre, Sandy Hill, Reedings, Moulton, Northamptonshire, NN3 7AX

Role Purpose

1. The administrator will generally work under the instruction of the Executive Officer to ensure the smooth running of the Parish Council.
2. To provide comprehensive administration support to the Executive Officer and Parish Council.
3. To use own initiative to carry out the specific responsibilities with minimal supervision.
4. To deal with enquires from members of the public or council, in person, telephone or by email.

Key Duties & Responsibilities

1. Updating/amending the council's policies, annually or as required.
2. Updating/amending the council's risk assessments (excluding event risk assessments) annually or as required.
3. Collation and distribution of welcome packs.
4. Administration of cemetery, including burial bookings, paperwork, liaising with undertakers and contractors to arrange funerals and ensure cemetery records are kept up to date.
5. Collation and organisation of weekly play equipment inspection reports from contractor. Instructing annual play equipment inspection reports and the ordering of necessary parts and organising remedial works as necessary.
6. Liaising with and instructing the Sustainable Urban Drainage Systems (SUDS) contractor to undertake annual risk assessment and then to review and action any remedial works required.
7. Maintenance of land registry, leases and licences files.
8. Maintaining the record of listed buildings within the village.
9. To maintain and update Tree Preservation Orders (TPO) log.
10. Updating and maintenance of planning applications file. To advise Planning Committee of planning applications and to then collate and submit responses from Planning Committee within the specified timeframe.
11. Liaise with external contractors for works within the village.
12. Ensuring contractors' public liability certificates are up to date.
13. Maintain and update website.

14. To resolve queries received by telephone, email, in writing or face to face in an efficient, professional and courteous manner.
15. To undertake routine administration tasks as required.
16. To act as the representative of the council as required.
17. To attend training courses or seminars on the work and role of administrator as required by the council.
18. To undertake any other associated duties from time to time as specified by the council.
19. To ensure confidentiality is maintained where necessary and any conflicts of interest declared.
20. Updating and maintenance of asset registers and obtaining annual insurance quotes and ensuring timely renewal of same.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.