

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO a BLAENAU

Post:	Assistant Officer
Council:	Nantyglo & Blaina Town Council
Salary:	scp 11 – £27,269 pa pro rata - £14.13 per hour
Hours:	18 hours per week, inclusive of regular evenings
Responsible to:	The Town Clerk / Responsible Finance Officer
Responsible for:	Providing administrative, financial and IT support to the Town Clerk / RFO and providing the highest quality of service & customer care. The post holder will organise and facilitate the Council's programme of events and attend all relevant meetings.

Specific Responsibilities will include, but not limited to, the following:

- To deputise during any absence of the Town Clerk / RFO.
- To support the Clerk's role as principal advisor to the Town Council by attending Council, Committees and all other meetings.
- To prepare agendas and minutes for dispatch to Members and others as required.
- To take accurate minutes at meetings and publish them as appropriate.
- To assist with the implementation of decisions made at council meetings.
- To attend meetings of other such bodies, organisations or groups as may reasonably be required.
- To liaise and work effectively with a range of organisations.
- To undertake general administrative duties as required including photocopying, typing, maintenance and updating of records and files.
- To have a working knowledge of the Council's accounting procedures and record keeping.
- To identify and submit applications for appropriate grant funding.
- To assist in developing and maintaining the Council's website, Facebook page and other media requirements.
- To carry out the provision and organisation of the Council's planned programme of events.
- To assist with the administration and effective running of all the Town Council's assets and services.
- To attend and undertake all relevant training as required.
- Any other duties as may be required, commensurate with the level of responsibility of the post.
- Due to the nature of the role, some lone working will be required.
- There is a requirement to attend evening meetings and occasional out of hours working (evenings & weekends).
- The post holder's regular working hours will include Fridays.

Please note that a permanent offer of this post will be subject to a satisfactory six month probation period.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Measured by
Qualifications & Experience	<p>Good general education, minimum of 5 GCSE's or equivalent including Maths & English.</p> <p>Demonstrable experience of general or office administration.</p> <p>To work towards gaining the Introduction to Local Council Administration (ILCA)</p>	<p>Previous experience of working within Local Government.</p> <p>Knowledge of Town / Community Councils.</p>	Application & Interview.
Job Specific Knowledge, Skills, Aptitudes & Abilities	<p>IT skills to produce documents, reports, statistics and to maintain social media accounts & websites.</p> <p>Experience of event organisation.</p> <p>Numeracy skills to analyse figures, check invoices & assist with accounts.</p> <p>Ability to prepare accurate & concise reports, minutes & agendas.</p> <p>Excellent communication skills, including verbal, written & listening skills.</p> <p>Ability to work with other organisations and the general public via a variety of methods, ensuring excellent customer service is maintained.</p> <p>Ability to proof read with a keen eye for detail.</p> <p>Experience of working on own initiative & as part of a team.</p> <p>Interest & desire to improve the local area.</p>	<p>Experience in a relevant environment that involves attending meetings & following set procedure.</p> <p>Knowledge of relevant legislation.</p> <p>Knowledge of financial management.</p> <p>Experience of identifying & submitting applications for successful grant funding.</p> <p>Experience of project management.</p> <p>Awareness of the wider issues involved with Local Government, civic matters and acting accordingly.</p> <p>Knowledge of committee systems and procedures.</p>	Application & Interview.

Non Job Specific Knowledge, Skills & Aptitudes	<p>Ability to prioritise own workload & meet varying deadlines whilst balancing competing priorities.</p> <p>Ability to work on own initiative without supervision.</p> <p>An ability to use tact & diplomacy.</p> <p>Ability to respect the need for & maintain confidentiality. To be open & honest.</p> <p>Ability to grasp new concepts quickly.</p> <p>Methodical & thorough but flexible & adaptable.</p>	<p>Holder of current UK driving licence and use of car.</p> <p>Ability to manage a website, Facebook Page and other forms of social media.</p> <p>Good social skills and an ability (& willingness) to speak in a public forum.</p>	Application & Interview.
Other Requirements	<p>Attendance of events at evening & civic functions held at weekends & public holidays.</p> <p>Attendance at training & other events</p>		Application & Interview