



## **TREVERBYN PARISH COUNCIL**

### **Job Description: Part-time Administrator**

**Reporting to: Parish Clerk**

**Location: Treverbyn Parish Council, Parish Offices, Rockhill Business Park, Higher Bugle, St Austell. PL26 8RA**

**Hours: Part/Time: 15 hours per week**

**Salary: The full-time salary is £26,835 – £30,060 per annum; however, the actual salary will be paid on a pro rata basis according to the number of hours worked (15 hours per week)**

#### **Purpose of the Role**

The Parish Council Administrator will provide administrative support to the Parish Clerk and assist in the smooth running of the Council's day-to-day activities. This is a key supporting role that helps ensure the effective delivery of Council services, record-keeping, communications, and governance.

#### **Key Responsibilities**

- Support the Parish Clerk in preparing agendas, minutes, reports, and other meeting documentation.
- Handle correspondence (emails, letters, phone enquiries) on behalf of the Council as directed by the Clerk.

- Maintain and update the Council's records, databases, and filing systems (both electronic and paper-based).
- Assist with the preparation and dissemination of Council communications (e.g. newsletters, notices, website updates, social media posts).
- Provide support in organising council meetings, public consultations, and community events.
- Monitor and respond to routine enquiries from residents and stakeholders, escalating issues to the Clerk as necessary.
- Help maintain financial and budget records as required (e.g. recording invoices, filing receipts).
- Undertake research or information gathering tasks as instructed by the Clerk.
- Ensure all tasks are completed in accordance with relevant legal and regulatory requirements, including data protection and transparency legislation.

### **Person Specification**

#### ***Essential:***

- Strong administrative and organisational skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and general IT competence.
- Good written and verbal communication skills.
- Ability to work independently and manage time effectively.
- Discretion and integrity when handling confidential or sensitive matters.
- Willingness to work flexibly, including occasional evenings for Council meetings.
- Must be comfortable in dealing with members of the general public

#### ***Desirable:***

- Experience of working in a local government or community setting.
- Knowledge of Parish Council operations or local authority procedures.
- Familiarity with website content management or social media platforms.
- Basic bookkeeping or financial record-keeping experience.

### **Terms of Employment**

- Part-time position with flexible working arrangements (remote and/or office-based).
- Attendance at regular monthly evening council meetings.
- Probationary period of [e.g. 3 months], after which performance will be reviewed.
- Training and professional development opportunities will be provided.

**How to Apply**

To apply, please submit the following:

- Your CV
- A short covering letter outlining your interest in the role and your suitability
- The name and contact details of two referees: one professional (current employer, if applicable) and one character reference

Please send your application to:

The Clerk, Mr. Darren R. Hawken.

Parish Offices, Rockhill Business Park, Higher Bugle, St Austell. PL26 8RA

[clerk@treverbynparishcouncil.gov.uk](mailto:clerk@treverbynparishcouncil.gov.uk)

01726 851001

Closing date for applications: Friday 13<sup>th</sup> June at 5:00pm

**Treverbyn Parish Council is an equal opportunities employer. We welcome applications from all suitably qualified individuals and are committed to promoting a diverse and inclusive workplace. All personal data provided will be handled in accordance with the UK GDPR and the Council's privacy policies.**