



Job Description:	Administration Officer
Job Title:	Administration Officer
Hours	37 Hours per week
Pay Scale:	Based on NJC scale points SPC 13-17
Based at:	Andover Town Council, Office 107, Incuhive Andover, Chantry House, Andover, SP10 1LS
Job Purpose:	Undergo training to assume the role of Committee Officer To maintain a clean, organised and tidy workspace. Administer actions from Council and Committee With the Communications and Events Manager to keep the Council Website and Facebook page up to date. To oversee the administration of the Meeting Schedule.
Responsible to:	Deputy Town Clerk/Deputy RFO
Responsible for:	To follow-up Committee actions and feed back to Town Clerk and Deputy Town Clerk. To provide administrative and office support activities to facilitate the Efficient operation of the Town Council. To dissimilate information and actions from Committee and Council minutes to Officers and members and follow up on assigned tasks to feedback to the Town Clerk. Room booking for Committee and Council meetings

Key Duties

Committee Officer (training)	<ul style="list-style-type: none"> • To undergo training to administrative support for all Committees & Council, with a view to take the role over by January 2026. <p>Training for:</p> <ul style="list-style-type: none"> ○ Draft Agenda and Minutes for Committees and Council. ○ Produce and distribute Agenda and Minutes as above ○ Attend Committees and Council as required ○ Tasks include research, typing, photocopying and collating and distribution of all relevant papers and posting on the Council's website and notice board. ○ Identify and prepare correspondence relating to meetings ○ Follow-up actions arising from Committee Meeting decisions, ensuring the correct Officers are requested to carry out relevant tasks and report back. ○ To ensure all Town Council policies are up to date and published on website in consultation with the Town Clerk and Deputy Town Clerk. ○ To ensure all current/signed off minutes are published on the website ○ Identify time scales and prepare all paperwork to meet tight deadlines ○ Knowledge of Committee functions ○ Maintain Committee diary ○ File Committee papers and correspondence ○ Minute Book/Indexing ○ Deal with telephone enquiries ○ Deal with enquiries from visiting members of the public when required
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Administration:

- Meet/ greet visitors and members of the public.
- Organise refreshments.
- Organise meetings / check diary bookings for the office and staff.
- Maintaining postage machine / taking post to the post box.
- Administrative support for all Officers
- Supporting the day-to-day running of the office, to include shredding, scanning, and preparing meeting documents.
- Mail management to include collecting, opening, and scanning post to relevant Officer, sending post.
- Fielding phone calls and making sure they are directed to the relevant Officer.
- To be a point of contact for deliveries
- To maintain contracts required to run the office.
- To research and order items required for the running of the Council with the Town Clerk's guidance.
- Undertaking research as required
- Maintaining two noticeboards; to include posting agendas at the relevant time.
- Banking: taking cheques to the bank if required.
- Office Maintenance: making sure tidy and bins emptied.
- With the Communications and Events Manager to keep the Council Website and Facebook page up to date.

Any other duties which may, from time to time, be considered appropriate.