

# Rowlands Castle Parish Council

11 The Green, Rowlands Castle PO9 6BW

Email: [clerk@rowlandscastleparishcouncil.gov.uk](mailto:clerk@rowlandscastleparishcouncil.gov.uk) Tel: 02392 413044 Website: [www.rowlandscastleparishcouncil.gov.uk](http://www.rowlandscastleparishcouncil.gov.uk)

## Parish Council Administration Officer Job Description

### Overview

We are seeking a dedicated and organised Administration Officer to assist the Parish Council with a wide variety of administrative tasks. This role offers an excellent opportunity for individuals with office experience and strong organisational skills to contribute to local community governance. The successful candidate will provide essential support to the Clerk in public interactions, maintaining records, and ensuring smooth day-to-day operations within the Parish Council as a valued member of our team.

### Responsibilities

Core Responsibilities will include but not be limited to:

- Managing the internal planning application process which will include gaining knowledge of the wider planning process (guidance will be provided), monitoring the planning portal, coordinating reviews, submitting responses and issuing reports by liaising with Councillors and Local Planning Authority.
- Coordination of and reporting of data you will download from the Speed Indicator Devices; liaising with the Community Speedwatch Officer and monitoring the status of Automatic Speed Watch cameras.
- Public Interaction: Greeting visitors to the parish office in person and answering phone calls, providing accurate information on services, resolving minor queries and escalating complex ones to the Clerk. Posting information on the Parish Council notice boards and the Parish Council website and maintaining its currency; maintaining and posting information on Social Media site i.e. Facebook. Ensuring all data handling complies with GDPR and data protection laws.
- Coordination of the procurement, installation and maintenance of certain Council assets such as benches, signage, fencing etc, and maintaining the asset mapping tool and asset database.
- Ensuring office supplies are fully stocked. Researching quotes and liaising with suppliers and other local organisations for information required.
- Providing general clerical support including photocopying, scanning and filing documents. Preparing documentation required for meetings, printing, laminating and proof-reading documents before publication. Ordering stationery and other consumables.
- Supporting the Clerk in operating the financial and payroll systems,
- Monitoring and reporting on the status of defibrillators installed within the Parish.
- Supporting the Clerk in the coordination of tree and hedge works.
- Attending Parish Council and occasional community meetings as and when required.
- Working directly with individual Parish Councillors as required on elements of Council business.
- Undertaking Training as required.
- From time to time providing support to both the Facilities Officer and the Parish Hall Administration Officer, which, very occasionally, will include some emergency out of hours cover.

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## Experience:

- Good verbal and written skills are required, including a professional telephone manner and the ability to adapt tone for diverse audiences (from stakeholders to the general public).
- Strong computer skills with proficiency in Microsoft Office (Word, Excel, Outlook) and the ability to learn other systems. Experience of accounting tool Scribe would be an advantage. Good typing speed and accuracy for data entry tasks.
- Diplomacy, discretion for handling confidential information and the ability to remain calm under pressure.
- Strong time-management and prioritization skills to multi-task effectively in what can be a busy environment with shifting priorities.
- Proven office experience or administrative background would be valuable. Knowledge of local government procedures or community organisation operations is a plus but not essential.
- Education: A minimum of GCSE English and Maths. Other qualifications relevant to the role would be desirable but not essential.

This role provides an opportunity to support an important element of local government while honing your administrative and communications skills within a friendly, small, office environment.

Pay: £29,312.95 per year pro rata

Hours: 22.5 per week (with the potential for some increase depending on future council workload, to be mutually agreed)

Contributory Pension Scheme: Employee 5%, Employer 3%

Work Location: Office

All candidates will need to complete and submit a Job Application & Privacy Notice as part of the application process. This can be found under the vacancy advert on the Parish Council's website [www.rowlandscastlepc.org.uk](http://www.rowlandscastlepc.org.uk)