



EARLEY TOWN COUNCIL

Administration Support Officer

Application Pack



EARLEY TOWN COUNCIL

The Town of Earley

Since it was first mentioned in the Domesday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It's position, to the southeast of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well-known businesses, is within the Town's boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980's/early 1990's which saw the building of around 9,000 additional dwellings.

The Council

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2023.

The Town Council currently employs 17 full and part-time staff and has an annual turnover of around £1.5m.

The Council's Mission Statement is: -

"Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner."

Functions of the Town Council

The Town Council currently manages three community centres (Maiden Place Centre, Radstock Lane Centre and Centrepont Community Centre) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. In addition it owns Maiden Erlegh Park, which is a Local Nature Reserve and has an on-site teaching classroom, a cemetery at Mays Lane and an Allotment Site. It is also responsible for the management of parks and sports areas, including Sol Joel Park, an ancient woodland area and other open spaces.



Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley,
Reading, RG6 5UL.

The closing date for receipt of applications is **12 noon, Wednesday 20th December 2023**

Interviews will take place week commencing **8th January 2024**
(Interviews will be conducted in person)

For an informal discussion about the post contact Jo Friend, Town Clerk or Emma Carroll, Deputy Town Clerk, by email townclerk@earley-tc.gov.uk or by telephone 0118 986 8995.

Application forms available on the Earley Town Council website www.earley-tc.gov.uk/employment-opportunities/

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.



JOB DESCRIPTION

Administration Support Officer

Description of the Post:

To provide a high level of administrative support to Senior Management, the Council, Committees, and the Town Mayor.

Line Manager: The Town Clerk

Duties and Key Responsibilities:

DAY TO DAY

1. To monitor the Town Council's administration email account, receiving and responding to emails.
2. Prepare agendas and papers for Council meetings and circulate in accordance with statutory requirements / timescales and good practice.
3. Maintain accurate records of Council meetings, agendas, minutes and Councillor attendance.
4. Setting up of Council meetings.
5. To provide administrative support to the Senior Management Team, when required.
6. To provide administrative support to the Burials & Allotment Officer, when required.
7. To provide administrative support in specific projects from time to time at the request of the management team or Council.
8. To communicate with Councillors, responding to queries and providing information, when required.
9. To administer the Town Mayor's diary, receiving/responding to invitations and liaising with the Town Mayor and Deputy Town Mayor on their availability.
10. To provide administrative support to the Town Mayor and Deputy Town Mayor, in relation to their civic duties, such as ordering Christmas cards, organising engraving of Mayoral regalia and organising annual photograph.
11. Organising of Council events.

HELPSHOP

12. To undertake main reception duties in the Helpshop as and when required - receiving incoming enquires and serving customers face to face.
13. To keep accurate records of daily transactions.



COUNCIL COMMUNICATION (Full training will be given)

14. To update the Town Council website with news items, event information, documents etc.
15. To assist with the Town Council's social media.
16. Draft press releases and articles for the website and/or newsletter.
17. To oversee the Town Council's external noticeboards, ensuring information is up to date.

OTHER

18. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post at the discretion of the Town Clerk.



PERSON SPECIFICATION

COMMITTEE OFFICER

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills and experience meet some or all of them as the shortlisting decision will be based on our assessment of you against these criteria.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> ▪ Microsoft IT systems such as Word, Excel, Outlook etc 	<ul style="list-style-type: none"> ▪ Knowledge of local government ▪ Familiarity with Earley
Experience	<ul style="list-style-type: none"> ▪ Providing administrative support to a high level ▪ Dealing with internal and external communication ▪ Working to deadlines ▪ Liaising with representatives of other organisations 	<ul style="list-style-type: none"> ▪ Experience of working with elected members or senior management
Skills and Abilities	<ul style="list-style-type: none"> ▪ Good communication skills both written and verbal ▪ Good organisational skills and the ability to manage and prioritise a variety of tasks and busy workload ▪ Ability to work accurately and follow process ▪ Ability to work as a member of a team ▪ Forward thinking ▪ Ability to work on own initiative and to be self-motivating ▪ Ability to employ tact and discretion and maintain confidentiality where required to do so 	
Qualifications	<ul style="list-style-type: none"> ▪ Good level of literacy and numeracy 	<ul style="list-style-type: none"> ▪ A qualification in Administration
Any other requirements to the post	<ul style="list-style-type: none"> ▪ Flexibility and a willingness to learn ▪ Interest in serving a local community ▪ A proactive approach to work ▪ Politically impartial; operates with consistency and integrity 	



SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS

Contract status:	Full-time, permanent (part-time hours would be considered)
Salary:	(SCP 9 – 13) £25,119- £26,873 per annum Paid monthly by BACS on the 15 th of the month (half in advance/half in arrears)
Probationary Period:	This post is subject to a probationary period of 26 weeks.
Place of Work:	Based at the Council's Offices but may be required to visit other sites
Working Hours:	37 hours per week (part-time hours would be considered for the right candidate)
Leave Entitlement:	23 days per annum plus two extra statutory days plus public holidays. Entitlement increases with length of service.
Continuous Service:	The continuity of Local Government service will be honoured.
Pension:	The Town Council offers automatic membership of a generous Local Government Pension Scheme (LGPS).
Benefits	The Town Council will sponsor any relevant job-related training (subject to budget constraints).