

# TENTERDEN TOWN COUNCIL

The Town and Hundred of Tenterden



A Corporate Member of the Cinque Ports

## Administration Assistant

Contract type and hours	Permanent Part time 0.6FTE (22.2 hours per week)
Working hours	Working days and times to be agreed Some evening working will be required
Location	Tenterden Town Hall
Reports to	Town Clerk
Responsible for	This post holds no supervisory responsibility
Salary scale	SCP 7 - 12, £13,421 - £14,698 (pro-rata rates stated)

## Tenterden Town Council

The Town Council's central role is to act in the interest of the whole community by making decisions and recommendations to improve the quality of life, the town and its environment. The Town Council serves as the main link between the people of Tenterden and the district authority, Ashford Borough Council.

The town council consists of 16 councillors, elected by the community to decide collectively, how the council should carry out its various activities. Councillors represent the public interest as well as the individuals living within the ward in which he or she has been elected to serve a term of office.

The activities and decisions of the town council are implemented by a small team of staff, led by the Town Clerk. The staff team consists of administrative staff who enable the town council to operate, to fulfil its statutory duties and manage and make the best of its resources. The team is based in the Town Hall, which as well as being a hireable venue acts as a service hub for local residents and provides a small tourist information function. The town council's Maintenance Team undertakes duties in and around the town, focusing on maintaining and caring for council land and properties, ranging from public buildings, gardens and play areas to Kiln Field, the town's nature reserve.

Tenterden Town Council as an organisation dates back hundreds of years. Records exist dating as far back as 1449, when the town was granted borough status by King Henry VI. Tenterden is a member of the historic Confederation of Cinque Ports, as a limb of Rye.

## Administration Assistant - main purpose of the role

To undertake general administrative functions, supporting the Town Clerk and Deputy Town Clerk in the smooth and effective running and delivery of council functions and services. To act as first point of contact for routine enquiries to the council, responding to these as appropriate.

Tenterden Town Council, Town Hall, 24 High Street, Tenterden, Kent, TN30 6AN

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk) • Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)

Telephone: 01580 762271 • Fax: 01580 765647

<b>Main Duties</b>	
1	To assist the Town Clerk and Deputy Town Clerk in undertaking the administrative functions of the council, including matters relating to the operation of the Town Hall office and supporting the delivery and implementation of council decisions, activities and events.
2	To act as the first point of contact for the council, ensuring that enquiries and requests are handled appropriately, whilst adhering to high levels of customer service at all times.
3	To receive and deal with correspondence, reporting and drawing to the attention of the Town Clerk/Deputy Town Clerk as appropriate.
4	To attend meetings of the council and its committees and sub-committees, preparing agendas and minutes and undertaking any follow-up actions.
5	To obtain quotes and place order goods and services for the council, as authorised to do so.
6	To take and administer bookings for use of council land and buildings.
7	To administer and organise town council events and activities, including matters relating to mayoral events and engagements and the Friday Market.
8	To liaise with indoor and outdoor staff to ensure that arrangements are in place for any scheduled events and activities taking place at council land and buildings.
9	To monitor and update the council's website and social media accounts, assisting in the production of council newsletters or other council publications as required.
10	To undertake tasks consistent with implementation of the town council's Climate Action Plan.
	<u>Please note:</u> these duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grading of the post. This Job Description may be reviewed and updated from time to time.

<b>Person Specification</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
GCSE level Maths and English passes (or equivalent)		X	Application form
<b>Experience and knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Experience of office administration	X		Application form/ interview
Experience of working in a customer-facing role	X		Application form/ interview
Experience of dealing with a wide range of stakeholders	X		Application form/ interview
<b>Skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Excellent communication skills, written and verbal	X		Application form/ interview
Excellent organisational skills	X		Application form/ interview
Excellent IT Skills	X		Application form/ interview
<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Ability to work individually and autonomously as well as working within a team	X		Application form/ interview
Able to balance conflicting priorities, meet deadlines and work quickly and accurately under pressure.	X		Application form/ interview
Able to work collaboratively with external parties and with members of the town council.	X		Application form/ interview
Committed to continuous professional development	X		Application form/ interview
<b>Other matters</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Willing and able to attend town council meetings during the evening	X		Interview
Willing and able to work weekends when town council events/activities are taking place	X		Interview
Driving licence and own transport required.		X	Interview

## Recruitment and selection process

Application is through submission of a covering letter along with a completed standard application form. A CV may be submitted if this will complement or amplify points on the completed application form.

The closing date for applications is Wednesday 5<sup>th</sup> July 2023 at midday.

Applications should be sent to: [dtc@tenterdentowncouncil.gov.uk](mailto:dtc@tenterdentowncouncil.gov.uk)

Shortlisted candidates will be invited to attend an interview at the Town Hall, during the week of Monday 10<sup>th</sup> July 2023.

Any questions or queries should be addressed to:

Debbie Baines, Town Clerk  
[townclerk@tenterdentowncouncil.gov.uk](mailto:townclerk@tenterdentowncouncil.gov.uk)  
01580 762 271

## Benefits

Annual leave

28 days annual leave plus statutory bank holidays (pro-rata for part-time staff)

Pension scheme

Enrolment on the Kent Pension Fund, Local Government Pension Scheme.