



CAMBORNE TOWN COUNCIL

EXECUTIVE ASSISTANT TO THE TOWN CLERK AND ASSISTANT TOWN CLERK

SCP 13 – 18 (£28,163 - £30,559) PRO RATA

Up to 25 hours a week - PERMANENT (with some out of hours if required)

JOB DESCRIPTION

Responsible to:

Town Clerk and Assistant Town Clerk (Line managed by the Town Clerk)

Our Mission: Community First

Our Vision: We listen, we improve, we achieve. We are Camborne Town Council - Here for you.

Our Values: Empowering our Community, Trusting and Collaborative, Creative, Ambitious, Efficient and Responsive.

Camborne is geographically the largest parish in Cornwall, reflecting Cornwall's diversity of urban areas, characterful villages, and sparsely populated rural areas of outstanding natural beauty. The Council administers an area of approximately 2,800 hectares and nearly 23,000 people live within the boundaries, which include the villages of Barripper, Beacon, Brea, Kehelland, Penponds and Troon.

18 Councillors on Camborne Town Council represent the wards of Roskear, Trelowarren, Troon and Treswithian. Councillors are supported by a team of staff and the Town Clerk. In addition, there is a hard-working Amenities Team that maintains the wide range of facilities managed by us.

We provide facilities including parks, playing fields, allotments, library services, community events, public realm CCTV, grants, and community donations. Further information about all of which can be found on the Camborne Town Council website.

Job Purpose:

To provide accurate, confidential and competent administrative support to the Town Clerk and Assistant Town Clerk

Duties & Responsibilities:

- To provide full administrative support as directed by the Town Clerk and Assistant Town Clerk, by dealing with correspondence, calls, routine letters, emails, spreadsheets and reports as required.
- To arrange meetings, make bookings for facilities and meeting rooms, send invitations and related paperwork as required.
- Checking that actions from meetings are acted upon.
- To set up and maintain safe, secure and effective filing systems for areas covered.
- To ensure security of all confidential information.
- To maintain accurate and complete records on the Town Council's registers.
- To provide a professional, friendly response to enquiries on the telephone and in person.
- To assist in the arrangements for civic events and any other functions that may be organised from time to time, if required.
- To work in collaboration with other departments, including the Administration team to ensure that tasks are completed.
- To work flexibly within the Camborne Town Council team, as required, to ensure the needs of the Council are met.
- To provide support for Senior Management meetings, or other meetings as required. Drafting and collating paperwork, and reports, scheduling, typing up notes, and providing action points for managers.
- To attend occasional evening Council and Committee Meetings in the absence of the Committee Support Officer. Take and produce accurate, comprehensive minutes written in plain English.
- To attend Working Party meetings in working hours, taking and producing accurate, comprehensive minutes written in Plain English.
- The role will require complete discretion and a high regard for confidentiality.
- To provide any other duties, as required, by the Town Clerk and Assistant Town Clerk

This outlines the duties required for the post of Executive Assistant, in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list. Duties may be varied from time to time which do not change the general character of the job or level of responsibility.

Camborne Town Council
Person Specification for the Executive Assistant

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>4 GCSE's grade 4 or above including English</p> <p>Experience in using Microsoft Office Tools</p>	
Skills and Knowledge	<ul style="list-style-type: none"> • Good listening, oral and literacy skills. • ICT skills including keyboard skills. • Organising time and working to deadlines. • Knowledge of record keeping and information retrieval and appropriate dissemination of relevant data/documentation. • Have e-mail knowledge and be able to use the internet to access relevant information. 	<ul style="list-style-type: none"> • Knowledge of the respective roles and responsibilities of the members of the Town Council. • Knowledge of local government minuting. • Experience of writing agendas and accurate concise minutes.
Personal Attributes	<ul style="list-style-type: none"> • Be able to maintain confidentiality, integrity and impartiality. • Have a flexible approach to working hours. • Be sympathetic to the needs of others. • Have an openness to learning and change. • Have a positive attitude to personal development and training. • Have good interpersonal skills. 	