

FROME TOWN COUNCIL

Job description

Project Administrator

Fixed term contract for 2 years

Grade: NJC SCP 14 – 17 (£16,481 - £17,547 p.a.)

Hours of Work: 37 hours per week – including some occasional evening & weekend work and work on Bank Holidays

Leave entitlement: 23 days per annum, plus public holidays

Responsible to: Responsible Finance Officer

This post requires a satisfactory DBS check

The purpose of the role

Frome Town Council is an ambitious, pro-active Council and works on a wide array of projects. The Project Administrator will support a range of projects working with the Environment Team, Economic Development & Regeneration Team and Community Projects Team. Success will be measured by the extent to which the job has contributed towards enabling these projects to meet their strategic objectives.

Main responsibilities and key tasks

The Project Administrator will support staff on a range of projects. Examples include:

- Helping to organise events e.g. monthly business events such as the 'Frome Business Breakfast' and occasional community events
- Community engagement – exploring innovative and effective ways to enable and encourage the local community to become more involved with the town
- Communications – helping to promote the Council's agenda and events
- Research on a wide range of projects & issues
- Working with local businesses to support their needs and encourage them to support each other and play a role in the wider community
- Encouraging recycling, sharing of resources, renewable energy generation and sustainable transport
- Developing a volunteer database
- Assisting with fundraising activities

General

This Job Description forms part of your contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times – when colleagues are absent or during periods of seasonal or high workloads, for instance - you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise: some Bank Holidays.

The post-holder has personal responsibility for safety in accordance with Health & Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way; and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues - with the emphasis being on teamwork; providing assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Person specification – Project Administrator

Qualifications (Essential)

Educated to degree level or equivalent

Knowledge & skills (Essential)

Evidence of:

1. Good communication skills
2. Ability to develop good working relationships
3. An ability to manage time and workload in order to be able to deal with tasks swiftly and effectively
4. A professional and courteous manner
5. A flexible approach to working weekends and evenings to coincide with events or meetings
6. Ability to use initiative and to be self-motivated
7. Decisive, logical thinking with creative problem-solving ability
8. Hands on and practical approach

Experience (Desirable)

1. Project development experience
2. Experience of working as part of a team
3. Experience of operating in one or more of the following fields:
 - a. improving the resilience of communities
 - b. community engagement
 - c. management of open spaces
 - d. business support, economic development and regeneration