



HEXHAM TOWN COUNCIL

Projects and Administration Officer

General Background

This post has been established to help the Town Council deliver important projects in the town. This will include identifying funding opportunities and the preparation of applications to access external funding.

Purpose of the Job

To project manage and deliver allocated Town Council projects and to work with some of the Council's partner organisations.

Place of Employment

The post holder will be based at the Town Council office at St Andrew's Cemetery or at home. Occasional travel will be required: no vehicle will be provided but a mileage allowance will be paid. Working hours will be flexible as the post holder will need to attend some evening meetings and occasionally work at weekends.

Salary	Negotiable
Working Hours	Negotiable but maximum of 37 hours per week
Duration	Permanent
Closing date	Application forms to be received by noon on 6 March 2023

Further Information

To discuss the post and/or request an application form (**CVs will not be accepted**), please contact the Town Clerk, on 01434 609575 or by emailing clerk@hexhamtowncouncil.gov.uk

Job Description

Key Activities and Areas of Responsibilities

- To provide full advice, support, management and delivery on Town Council projects.
- To research and identify appropriate funding sources and opportunities, from a range of external funding sources, develop and write funding applications, and work on activities on the full end-to-end grant and implementation process.
- To provide administrative support to the Town Council.
- To prioritise grant opportunities based around organisational need and funding criteria/deadlines.
- To facilitate socially and environmentally sustainable projects in order to support the development of Hexham as a resilient and thriving community.
- Advise and assist the Council's partner organisations, including for local festivals and events organised by other organisations, on appropriate funding sources and in the preparation and submission of grant applications.
- Work with external organisations to promote tourism, arts, heritage and culture in Hexham.
- To assist with the development and administration of the Council's website and social media presence.
- To assist in preparing agendas, attending and minuting meetings as necessary.
- To represent the Council at meetings with other bodies, reporting to the Clerk and Council.
- To deputise for the Clerk as and when necessary to cover holiday, sickness etc.
- To carry out other duties as directed by the Clerk or the Council.

Other Activities and Areas of Responsibility

- Work with external organisations to promote tourism, arts, heritage and culture in Hexham.
- Establish and maintain accurate and effective management, administrative and financial and monitoring systems to process external funding submissions, approvals and project delivery, with full regard to any legislative controls.
- Be responsible for the Health & Safety of own actions and of risk management within the project management process.
- Manage and improve the Council's social media presence.
- Contribute to administrative functions for the Council, including some Committee work and burials administration.
- Attend Full Council, Committee and other meetings as required and prepare reports as required.
- Carry out any other ad hoc duties as specified by the Town Clerk.

Projects and Administration Officer Person Specification

	Essential	Desirable	Assessed by
Education/Qualifications	5 GCSEs including English and Maths	Educated to HND level or NVQ level 4 or above.	Application form
Work Experience	Experience of: <ul style="list-style-type: none"> • working in a business or professional setting • using computerised systems including all Microsoft Office applications • in a public-facing role 	Previous experience in local government. Experience of/in: <ul style="list-style-type: none"> • minuting meetings • bereavement services • managing events • working with community groups • making funding applications 	Application form Interview
General Skills/Knowledge and Aptitude	Ability to: <ul style="list-style-type: none"> • solve problems in an inclusive manner • assimilate viewpoints and establish common understanding 	Understanding of a local Council's legal framework and operating environment. Ability to produce relevant Committee reports.	Application form Interview
Communication Skills	Ability to: <ul style="list-style-type: none"> • communicate in a clear and confident manner • work well with members of the public, Councillors and outside bodies 	Understanding of the importance of accessible documents.	Application form Interview

Other	Self-reliant and self-motivated. Able to work out of office hours. Able to work with impartiality in a political environment. Possession of a current driving licence, and the ability to travel. Accuracy and attention to detail.		Application form Interview
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