

## ROMSEY TOWN COUNCIL

Job Title: Civic Administrator/Receptionist

Responsible to: Chief Officer

Grade: Spinal column Point 15 (£14.41per hr – pay award pending)

Hours: 20hrs per week

### **Purpose of Job**

To support the Chief Officer and the Town Mayor in their roles, ensuring efficient and effective running of all the Council's operating systems, general office practices, arrangements for civic activities and the proper functioning of the Council.

### **Project Management**

There are a number of events each year that need to be project managed and attendance will be required on the day/evening of these events.

### **Remembrance Sunday**

- Organise Remembrance Sunday Parade in conjunction with Romsey Abbey, the Armed Forces, the Parade Marshal and all the youth groups in Romsey.  
Includes:
  - Booking Caledonian Pipe Band and liaising with them on day
  - Booking Michelmersh Silver Band and Romsey Old Cadets
  - Booking Canon and officers for Armistice Day
  - Ensuring Parade Marshal is available
  - Arrange meeting for Parade members and rehearsals for standard bearers
  - Road closures
  - Booking first aid cover
  - Booking marshals/radios for the road closures
  - Liaise with Scouts over roping off Memorial Park
  - Liaise with sound engineer
  - Arrange for someone to hand out orders of service in the Park
  - Publicity
  - Liaise with Lord Lieutenants office
  - Arrange meeting with relevant parties and take minutes for circulation
  
- Organise the civic side of Remembrance including Civic Procession and Mayors Reception. Includes:
  - Sending out invitations to Civic Party, to guests of the Mayor and to Youth Groups
  - Arranging parade orders, seating plans, wreaths, wreath laying orders

### **Mayoral Charity Events**

- Currently the main event is a Charity Concert held in February/March each year.

### **Mayor Making**

- Manage invitation list for Annual Mayor Making ceremony and liaise with Events Manager re catering

### **Mayoral Administration**

- Open Mayors post, keep diary, answer letters and any other administrative tasks required.
- Administer Mayor's charities including recording all donations and payments made and costs involved in running events.
- Organise Mayor Making and Mayors at Home
- Ensure Senior and Junior Maces are in attendance for Mayoral functions.
- Organise fund raising events as required by current Mayor, such as balls, quizzes, barn dances .
- Maintain contacts database.
- Liaise with Building Manager and Events Manager for all Mayoral Events.

### **Christmas Events**

- Attend and take minutes at Christmas Meetings
- Assist in Christmas Light Switch On event including
  - road closures including advance signage,
  - first aid cover,
  - liaise with Events Manager regarding refreshments in Town Hall after Switch-on event
- Assist Rotary Club and The Chamber of Commerce with their Christmas events – involves organising road closures and marshals/radios.

### **Reception/Administration**

- Deal with email messages
- Manage Mayor's Diary on Website
- Responsible for Town Crier's diary and billing for his attendance if required.
- Assist Chief Officer in whatever way is necessary to help her fulfil her role.
- Complete grant applications for funds from Hampshire County Council or Test Valley Borough Council for various projects undertaken by Romsey Town Council

### **Planning Clerk (in conjunction with 2<sup>nd</sup> Administrative Officer)**

- Organise Agendas and Minutes for Planning Committee meetings.
- To Clerk Planning Meetings held every three weeks (Thursday evening 7.30 pm).
- Ensure website is up to date with Agendas and Minutes.
- Book slots on Southern Area Planning Agenda if required.

### **Skills Required**

- Analytical/numeracy skills.
- Excellent people skills, both on the telephone and in person.
- Flexible attitude and to be available to accommodate all events.
- Team spirit.
- Excellent IT skills – competent in Microsoft Office Systems.