



## Job Description

### Carn Brea Parish Council

Treloweth Community Hall, Moorfield Road, Pool, Carn Brea, Redruth,  
Cornwall, TR15 3QB

Tel: 01209 313014

Email: [clerk@carnbreaparishcouncil.gov.uk](mailto:clerk@carnbreaparishcouncil.gov.uk)

**Role Title: Administrative Assistant**

#### Overall responsibilities:

- The Administrative Assistant supports the Parish Clerk to carry out the functions of the Parish Council to secure its aims and objectives, working with the Clerk and Assistant Clerk to ensure that the statutory and other provisions governing or affecting the running of the Council are observed. This includes supporting the Clerk and Assistant Clerk to produce information required for making decisions, taking and production of minutes, assisting to implement decisions, updating the Council website and working with other organisations to ensure that the needs of the Parish are being adequately met. They will also be required to provide holiday cover.

#### Location

- The Administrative Assistant will be based at the Parish Council Office at Treloweth Community Hall, Moorfield Road, Treloweth Gardens, Pool, Redruth, Cornwall, TR15 3QB.

#### Administration duties will include:

- To provide administrative support to the Clerk and Assistant Clerk, including occasional attendance at Council meetings, taking minutes, and the implementation of Council decisions.
- To work in accordance with all Data Protection, Health and Safety, Risk Management and Council policies and procedures.
- To deal with residents/contractors and outside organisations on a variety of issues, including obtaining quotations for supplies and services.
- To manage and maintain office supplies ensuring sufficient supply at all times.
- To complete filing and ensure the filing system is kept up to date.
- To assist in the preparation and dispatching of notices, papers, agendas, reports and correspondence relating to council business, including the update of public notice boards within the Parish as required.
- To assist in the administration of grants and donations.
- To assist with the organisation and conduct of civic functions, services and public events.
- To assist in the administration of the Council Website, databases and social media as required.
- To undertake any training including recognised qualifications relevant to the post and in support of the aims and objectives of Carn Brea Parish Council.
- To provide cover for the Assistant Clerk from time to time for holiday and sickness as required.

This outlines the duties required for the time being of the post entitled Administrative Assistant in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be carried from time to time which do not change the general character of the job or the level of responsibility.