

# OLD BASING & LYCHPIT PARISH COUNCIL



## JOB DESCRIPTION – ADMINISTRATION OFFICER

**This is a part-time role, reporting to the Parish Clerk  
10 hours per week, Salary Scale 11 (£25,979 FTE)**

### **OVERALL RESPONSIBILITIES**

This is a newly established role aimed at supporting the expanding operations of the Parish Council. The Administrative Officer will play a pivotal role in supporting the Parish Clerk/Assistant Clerk and will be essential in ensuring the smooth functioning of the Parish Office.

The following list represents proposed duties and responsibilities; however, additional tasks may be required in alignment with the evolving needs of the Parish Council.

1. Support the Parish Clerk with delivery of Parish Council events, including the Annual Parish Meeting (May), Remembrance Day Parade (November), Community Partnership Evening (December) and Christmas at the Rec (December).
2. Coordinate a Parish Council stand at the Old Basing & Lychpit Carnival (June).
3. Maintain the Parish Council website and social media channels.
4. Prepare Parish Council posters and promotional literature.
5. Assist Parish Clerk with election material, Councillor vacancy notices, etc where needed.
6. Manage stationery and cleaning supplies and procurement at Lychpit Community Hall, the Parish Office and Pavilion buildings.
7. Conduct monthly legionella testing at Lychpit Community Hall and in the Parish Office and Pavilion buildings.
8. Maintain Parish Council-owned defibrillators.
9. Clean, tidy and update the Parish Noticeboards at the Recreation Ground, Belle Vue Road and Lychpit Community Centre 2/3 times per month.
10. Clean, tidy and update the Allotments and Cemetery Noticeboards as required.
11. Provide general administrative assistance to Parish Officers and Councillors.
12. Cover other duties for Parish Office as and when required.
13. Undertake necessary training to enhance skills and knowledge.