

## **Essex Association of Local Councils**

**Job Title:** Office and Training Administrator

**Responsible to:** CEO

**Reporting to:** CEO

**Job purpose:**

### **Overall Responsibilities**

This role involves working as part of a small team to deliver effective, routine administrative support to the Association.

Specifically providing support;

- To the EALC Executive Officer, in respect of EALC administration
- To the County Training Officer, regarding planning, organising and the administration of EALC training courses and conferences
- To the Parish Council Development Officer regarding the Transparency Funding and Local Council Award Schemes.

To work within the office environment answering telephones and dealing in the main with Member Councils, Clerks and other officers in the Parish Council sector.

### **Tasks and responsibilities**

- To take telephone enquiries, taking accurate messages and passing on in a timely manner
- -To provide high quality, efficient and effective administrative support, checking own work to maintain standards
- To respond to customer requests and queries in a timely and efficient way
- To maintain confidential records according to EALC policy
- To deal with correspondence for the team or service in a timely, consistent and professional manner within EALC policy or after seeking advice from other EALC officers
- To actively share knowledge and good practice with colleagues and highlighting more efficient ways of doing tasks
- To support the administration of the EALC training programme and support the course tutor on the day to ensure efficient delivery

- To print and collate training materials
- To assist with the production of information and the distribution of training documentation to Member Councils
- To undertake Council development work with the Transparency Fund and the Local Council Awards
- To monitor EALC implemented policies to ensure they are achieving the desired result and where appropriate suggest modifications
- To ensure that the EALC's obligations for Risk Assessment are properly met.
- To attend EALC meetings as appropriate to the role
- To act as a representative of the EALC as required
- To file and record documents as per EALC record storage procedures
- To support courses, conferences and AGM with hospitality and catering
- To be responsible for the post for EALC – distribution and delivery and external postage

### **Tasks and Responsibilities**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore there is the expectation that you will carry out any other reasonable duties or requests from your line manager, that are in keeping with this post or as may be determined from time to time by the CEO or Executive Board of EALC.