

RECEPTIONIST & MAYORS SECRETARY – JOB DESCRIPTION

Hours:	37 hours per week. Monday to Friday generally 0900 – 1700 (subject to your attendance at evening Council meetings and Mayoral Civic Events as required).
Responsible to:	Assistant Town Clerk.
Purpose of job:	The post holder will support the Assistant Town Clerk in the day to day front of office functions of the Town Council and to provide a high level of flexible support to the Mayor and Members of the Town Council.

RESPONSIBILITIES

1. To be the first point of contact for all incoming communication and dealing with all enquiries in a professional manner.
2. To be responsible for the receiving and acknowledging of payments to the Town Council.
3. To maintain the Chairman's Report, civic invitations and manage calendars.
4. To attend and minute meetings jointly with the Administration Officer as required.
5. To assist members of the public on behalf of Saltash Town Council and Members of the Town Council.
6. To receive, sort and distribute mail, and emails, redirecting as appropriate and responding to all routine correspondence without direction.
7. To maintain social media sites and the Town Council website.
8. To be responsible for Community Chest and Festival Fund applications, updating of Allotment and Burial Registers.
9. To be responsible for various reception and administration duties across the Town Council.
10. To be responsible in supporting the incumbent Mayor in serving the people of Saltash and events and functions of the Town Council.
11. To be responsible for various Mayoral Civic, Ceremonial and Administration duties.
12. To be responsible in organising Town Council Civic and Community Events i.e. Civic Service and Remembrance Service and to attend events as directed by the Assistant Town Clerk.
13. To provide various administration support for the Town Council.
14. To provide cover for staff as directed by the Assistant Town Clerk.
15. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

16. To attend regular training as required.
17. To wear the correct uniform provided by Saltash Town Council.
18. To work in accordance with the new General Data Protection Regulations and Town Council's policies and procedures.
19. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.