

JOB DESCRIPTION
PARISH ADMINISTRATOR

1. Responsible to: The Parish Clerk.
2. Main Purpose: The Parish Administrator will assist the Parish Clerk in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. Duties:
 - i. To prepare all relevant paperwork regarding all aspects of Forest Cemetery administration including interments, reservations and memorials and to liaise with funeral directors, bereaved relatives, stonemasons and gravedigger.
 - ii. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
 - iii. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
 - iv. To check and pay all invoices.
 - v. The administration and collation of all articles and adverts for the Village Magazine.
 - vi. To liaise with printer during preparation and printing of the Village Magazine informing of corrections etc.
 - vii. To organise the delivery of the Village Magazine.
 - viii. Under the direction of the Parish Clerk, prepare all relevant administration with regard to the Christmas event including applications to the police, district and county councils.
 - ix. Under the direction of the Parish Clerk, take stall bookings and arrange entertainment/St John etc.
 - x. To carry out general administrative duties including weekly filing; placing orders, reporting faults etc.
 - xi. Under the direction of the Parish Clerk, where appropriate, answer all general correspondence on behalf of the Parish Council including emails.
 - xii. To process planning applications.
 - xiii. First/main contact for visitors.
 - xiv. First/main contact for telephone calls.
 - xv. Additional tasks as directed by the Parish Clerk.

4. General:

- i. All duties to be carried out in accordance with current Health & Safety regulations as set out in the Council's Health & Safety policy document.
- ii. Appropriate protective clothing, equipment and footwear is provided by the Council and must be worn as necessary.