

# MARTLESHAM PARISH COUNCIL

## JOB DESCRIPTION

**Job Title:** Support Worker/Council Officer

**Responsible to:** Clerk of the Council

**Job Purpose:** To support all aspects of the Council's work to ensure its effective operation.

When conducting duties, shown below, the Support Worker/Council Officer must take all reasonable steps to protect and promote the interests of the Council.

### Key Duties and Responsibilities

1. Support the Clerk in discharging all items delegated by the Council as required.
2. As part of a team help develop and define new and existing projects including the setting of time-scales, objectives, benefits, outcomes and success criteria.
3. Deal with enquiries, taking the necessary actions to assist and resolve issues.
4. Liaise with councillors, contractors, agencies and other authorities to progress council business and projects.
5. Undertake general office duties as required and contribute to the effective and efficient running of the office.
6. Update and manage the Council's website.
7. Establish and maintain a positive social media presence, and enhance its current media profile to enable the Council to:
  - Ascertain and more effectively meet the aspirations of residents through its provision of services;
  - Ascertain and accurately represent the views of residents in dealing with planning and other matters upon which it is consulted;
  - Keep residents and stakeholders up to date with council activities;
  - Broaden its volunteer base and attract potential new councillors from groups currently under represented.
8. Attend, when required, relevant meetings of working groups, committees or the full Council and takes notes or minutes if necessary.
9. Attend training courses as the Council shall reasonably require and generally contribute to self-personal development.
10. Undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

The Support Worker/Council Officer shall have due regard for confidentiality. In particular they shall not divulge or communicate (directly or indirectly) any matters concerning the practice, business or affairs of the Council unless:

1. It is required by law;
2. It is necessary in order to conduct their duties and the business of the Council.