

2022

RECRUITMENT PACK

ADMIN ASSISTANT & PROJECTS OFFICER

MORECAMBE TOWN COUNCIL
MORECAMBE TOWN HALL,
MARINE ROAD
MORECAMBE
LANCASHIRE
LA4 5AF

WWW.MORECAMBE.GOV.UK
CLERK@MORECAMBE.GOV.UK

TELEPHONE: 01524 956026

CHIEF EXECUTIVE: MR LUKE TREVASKIS

Dear applicant,

Thank you for your interest in applying for this role.

This pack is designed to give you more information about the role and our organisation.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters - so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be emailed to clerk@morecambe.gov.uk or posted for the attention of Luke Trevaskis to:

**Morecambe Town Council, Morecambe Town Hall,
Marine Road, Morecambe, LA4 5AF**

by 12 noon on 27 May 2022

If you would like an informal discussion about the role and our organisation, or if you have any other questions please email clerk@morecambe.gov.uk.

Yours faithfully,



Luke Trevaskis
Chief Executive



ABOUT US

Morecambe is a welcoming community, proud of its historic past, which looks forward to a thriving and sustainable future.

Established in 2009, the Town Council is the most local level of government for the town of Morecambe.

Having focused on good governance in recent times, the Council is now in a strong position to be a voice for the community, endeavouring to contribute to the town, and support others and those groups who do the same.

The Council comprises twenty-six elected councillors across eleven wards and elections take place every four years. The council is supported by a small team of officers led by the Proper Officer.

The Council is currently working towards attaining 'Quality Gold' council status from the National Association of Local Councils and has ambitions for considerable growth in the delivery of a wider variety of services for the community.

The Town Council has developed a three-year action plan and is currently creating a programme of community events which aim to work with residents to boost the economic fortunes of Morecambe, drive entrepreneurship and increase civic pride across the town.

The Council hosts an annual Morecambe in Bloom event, and is currently planning a Young Morecambe Musician of the Year competition.

ABOUT THE ROLE

As Admin Assistant and Projects Officer you will support the council by assisting the team to deliver the directives of the Council by playing a key role in providing administrative support for projects and the day-to-day management of the authority.

The role will require liaison with the Council, local community groups, residents and stakeholders, to implement projects and deliver solutions to meet identified needs.

The role includes occasional evening and weekend working.

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Morecambe Town Council believes its mission is to represent the best interests of the town and people of Morecambe. To enable communities to better participate in, and influence, local decision making - providing a platform and a voice for all.”



WORKING FOR THE TOWN COUNCIL

Morecambe Town Council recognise its biggest asset is its staff and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and your manager has an open-door policy - welcoming and encouraging requests for support and guidance.

You will be required to attend frequent staff meetings which will be focussed on employee development, problem solving and action points.

Morecambe Town Council provides an Employee Assistance Programme to give staff additional support. This provides you with access to a confidential support helpline for a range of issues including stress and anxiety.

The council operates a flexible working policy to ensure staff do not work more hours than they are paid; this allows staff (with agreement of their manager) to build a credit or debit balance of working days.

All out of pocket expenses will be reimbursed in line with the council's expenses policy.

The council will provide team building activities at appropriate times to foster strong bonds between colleagues.



JOB DESCRIPTION

1. Assist with all administrative support, research and project oversight - working at all times to ensure tasks are delivered to time, scope and budget.
2. Attend ideation sessions and prepare proposals for consideration by the Council.
3. Attend meetings and produce minutes when required.
4. Assist in facilitating the actions arising from meetings.
5. Assist with website management, report writing, and produce engaging content for social media and council news bulletins.
6. Help to research and develop campaigns to promote the Council and its work.
7. Communicate instructions or requirements to suppliers and help to manage budgets for projects.
8. Champion the Council's corporate strategy, applying best practice methodology and adhering to the Council's policies and procedures.
9. Estimate staff resource and skill required for delivery of projects and assist in organising the allocation of appropriate resources at the correct point within the project timeline.
10. Undertake training and professional development relevant to the role.
11. To undertake any other duties commensurate with the level of the post as may be required by the Council.
12. Play a leading role in the Council's event programme - helping to organise and set up equipment, and acting as a marshal and supervisor at events/festivals - involving direct contact with, and supervision of, children and vulnerable adults.
13. Diary management - working with key senior team members to book venues for meetings and ensure the Council's diary avoids conflicts.
14. Managing timelines for projects and ensuring deadlines are met for activities such as the Council's monthly newsletter.



ADDITIONAL INFORMATION

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Morecambe Town Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Morecambe Town Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Morecambe Town Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

PERSON SPECIFICATION

The person specification is used to decide if you are the right person for the job. This position is subject to an Enhanced DBS check.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (E)
- Educated to A-Level (or equivalent experience) or higher (D)

SKILLS AND KNOWLEDGE

- Strong IT skills with full knowledge of Word, Excel and Outlook (E)
- Excellent written and verbal communication skills (E)
- Ability to design promotional leaflets, posters and graphics (D)
- Excellent organisational / administrative skills (E)

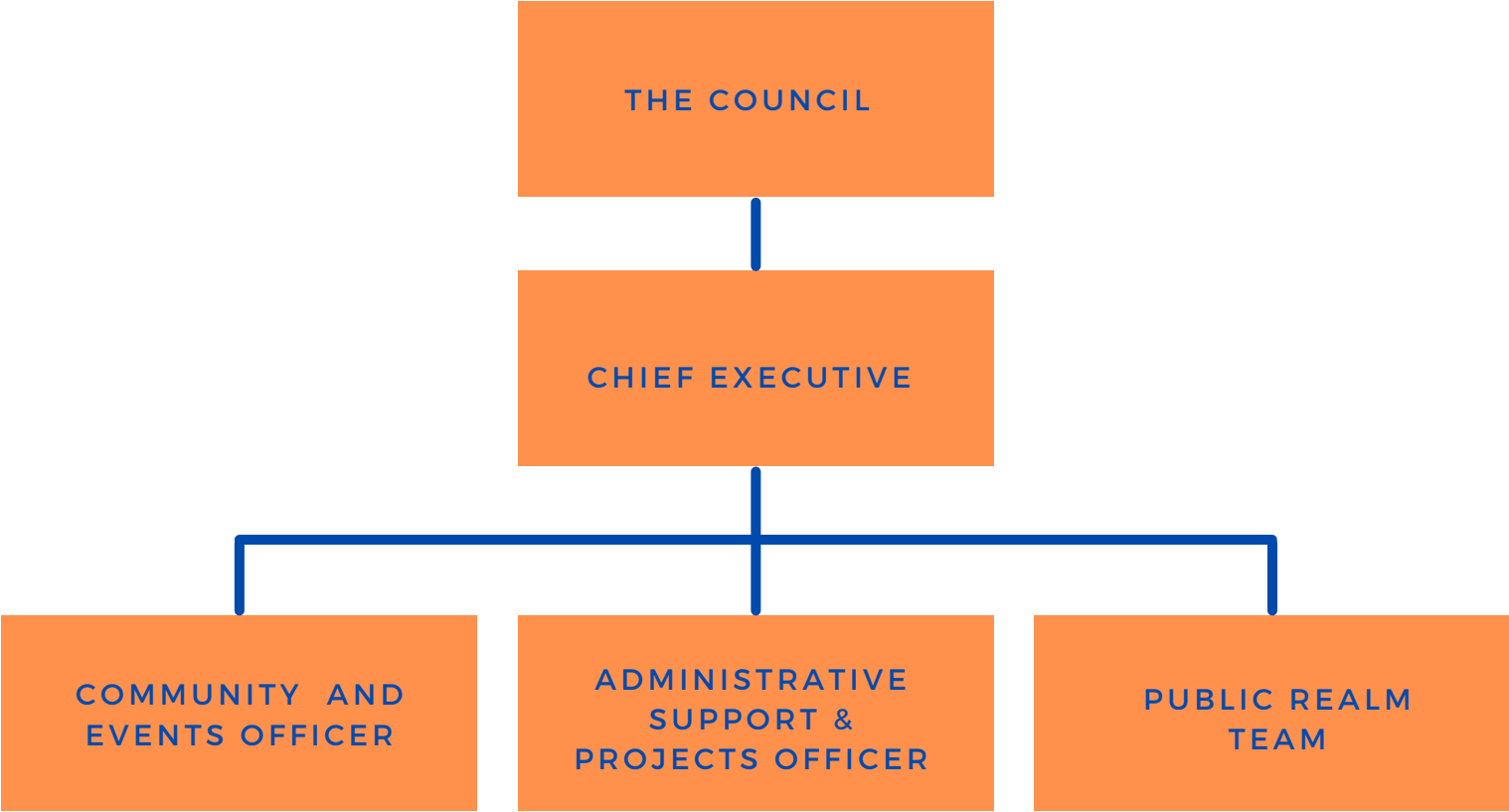
EXPERIENCE

- Experience of project management and report writing (E)
- Multidisciplinary skills across PR and marketing, including social media platforms (E)
- Experience managing a budget (E)
- Experience using website design software such as Wordpress and social media (D)
- Experience operating across private and public sector partners (D)
- Experience working in a confidential environment (D)

PERSONAL ATTRIBUTES

- Adaptable, flexible, enthusiastic and proactive approach to work (E)
- Ability to self manage and motivate (E)
- Creative and able to turn a project idea into a reality (E)
- Ability to work evenings and weekends as required (E)
- Ability to keep calm and measured, particularly whilst delivering projects (E)
- Ability to manage a varied workload and multitask (E)
- Value the importance of community and the work of the Town Council (E)
- Excellent interpersonal and presentation skills (E)
- Good team spirit (E)
- Good attention to detail and concern for accuracy and quality of work (E)

ORGANISATIONAL STRUCTURE





SELECTION PROCESS AND INTERVIEWS

The closing date for applications is 27 May 2022 at 12 noon.

A shortlisting panel comprising the Proper Officer and Cllr P Anderton, Cllr P Heath, Cllr J Ashworth and Cllr P Hart from the Personnel Committee will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification. The panel will only use the information contained in the application form and will not consider supplementary information in CVs/covering letters or any additional sources of information.

The Council aims to shortlist candidates for interview by 30 May 2022 and you will be notified by email of the outcome.

Interviews will be held during the week commencing 6 June 2022.

The shortlisting panel will undertake all interviews. The panel will then ask a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.

PRINCIPAL TERMS OF EMPLOYMENT

The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

JOB TITLE

Administrative Support and Projects Officer

SALARY

You will start on local government SCP 20 (£13.75ph) and progress through the range.

The current full-time equivalent is £28,600 pro rata.

These values are set nationally and adjusted for inflation annually.

HOLIDAY

You will receive 28 days annual leave, in addition to bank and public holidays (pro rata).

HOURS OF WORK

This role is full time for 40 hours per week.

Evening and weekend working may be required in the delivery of projects and will be part of the flexible working arrangements.

SICKNESS

You will be paid in accordance with Statutory Sick Pay.

PENSION

You will be enrolled in the Local Government Pension Scheme.

PROBATION

New starters are subject to a six-month probation period.

APPRAISAL

All staff undergo an annual appraisal.

