



**Job title:** Committee Administrator  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 15 - 22.5 hours (subject to agreement, with flexible/hybrid working possible)

**The purpose of the job and its primary objectives:**

The role of the Committee Administrator is to support Committee Clerks in the administration of the Town Council's Committees. This document does not constitute a full 'Job Specification' and is therefore not an exhaustive list of duties, but rather indicates the main areas of activity.

**The main duties of the post:**

Support to the Community Engagement and Environment Committee (CE&E), Events, Promotion and Leisure Committee (E,P&L), and the Planning and Licensing Committee (P&L) including:

- Assisting the Committee Clerk in the preparation of Agendas and Reports for circulation and distribution
- Attendance at CE&E and E,P&L Committee Meetings, to include evenings, to provide administrative support including the taking of Notes/Minutes
- Support in day-to-day administration of relevant Committees, in liaison with the appropriate Committee Clerk

Answering the phones, passing on calls as appropriate, and dealing efficiently and courteously with enquiries from Councillors and the general public, directing them to the appropriate authorities if the subject is outside the scope of the Town Council.

Logging of incoming post and dealing with outgoing post (if required).

Produce relevant working maps using the Council's preferred mapping system for all departments.

Organise Christmas Trees including liaison with sponsors, purchase, delivery (inc. liaison with Town Force Manager) and invoicing.

Assisting the Town Council office from time to time with the organisation of civic events.

Attendance if and when required, at civic functions, attended by the Mayor and Members of the Council, which may include evenings and weekends.

Setting up of the venue for all CE&E and E,P&L Committee Meetings.

Organisation of Councillor surgeries/public engagement in liaison with the Projects Officer.

Maintaining office filing systems (if required).

**Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk or line manager as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.