



West Monkton Parish Council

Administrative and Events Assistant – Job Description

West Monkton Parish Council

The Parish of West Monkton lies to the northeast of Taunton and contains a network of distinctive villages and hamlets surrounded by an ecologically rich and diverse farmed landscape. The historic and picturesque parish includes the villages and hamlets of Gotton, Goosenford, parts of Combe, Overton, Bathpool, Monkton Heathfield and West Monkton.

The Parish has a population of approximately 5900 people.

The Parish Council is made up of nine Parish Councillors and a team of two Clerks who are all passionate about the local area. The Parish Council works collaboratively with members of the community and partners to deliver a vision “for West Monkton Parish Council and the local community to work together to protect and improve the social, recreational and environmental well-being of West Monkton and the lives of all who live, visit or work here”.

Assets

The Parish Council owns or has responsibility for the following assets:

- Brittons Ash Community Hall
- Country Park and Somerset Wood
- Community Fridge
- Community Garden
- Allotments
- Street Furniture (including bins, bus shelters and benches)

Projects

The Parish Council is working on delivering the following projects:

- Sports Pitch delivery
- Multi-agency approach to reducing flood risk in the Parish
- Poppy of Honour Memorial delivery
- Junior Football Pitch Provision
- Acquisition of public open space and community infrastructure from new development
- Additional allotment provision.

Place of work

The Administrative and Events Assistant will work from Brittons Ash Community Hall, Bridgwater Road, Bathpool, Taunton, TA2 8FT.

Specific Responsibilities:

1. To respond to enquiries by phone and email as they arise.
2. To deal with any queries raised by users / visitors of Brittons Ash Community Hall.
3. To report any issues raised by the Council or parishioners to appropriate organisations e.g. flytipping / highways issues.
4. To manage allotment records including collecting fees annually, maintaining a waiting list and re-letting allotments when they become available.
5. To obtain quotes and place orders for supplies and works as instructed by the Clerk.
6. To gather availability and make arrangements for Parish Council meetings as required.
7. To monitor and update the Council's website and Facebook pages.
8. To keep the Parish Council's noticeboards up to date as required with event posters and Parish Council notices.
9. To assist in the organisation of and attend / support Parish Council community events including Community Café, Quiz, Stay and Play and larger community events.
10. To raise invoices for hire of Brittons Ash Community Hall.
11. To receive deliveries at Brittons Ash Community Hall.
12. To provide administrative support to the Clerk and Assistant Clerk Community.
13. To cover other duties during a colleague's absence as and when required.
14. Undertake any other duties appropriate to the post as required.