

LISKEARD TOWN COUNCIL

J O B D E S C R I P T I O N

JOB TITLE: Temporary Administrative Assistant (Museum)
(Contract for 12 months/until 31.10.2018?)

DIRECTLY RESPONSIBLE TO: Line Manager?

HOURS: Part-time: 12 per week (usually two days
10am – 4pm, however occasional evening
hours for events may be required)

GRADE: NJC spinal point 16.

IMPORTANT FUNCTIONAL RELATIONSHIPS

- (a) Within the Town Council
- Members of the Council
 - Members of the Museum Management Team
 - Other employees of the Town Council
 - Museum Volunteers
- (b) Outside the Town Council
- Officers of Cornwall Council
 - Cornwall Museums Partnership
 - Arts Council England
 - Museum Mentor/Development Officer
 - Official bodies
 - Members of the general public
 - Local private firms/contractors
 - Other museums

MAIN PURPOSE OF JOB

To assist in the day to day administration and promotion of the museum, carrying out all lawful orders and instructions of the Council and the taking of all reasonable steps to protect or promote the interests of the museum and Town Council.

DUTIES

- (a) Primarily to assist in the day to day administration of the museum, with the provision of general clerical and administrative duties, reception services, committee/meeting administration support, filing, photocopying, procurement of goods, stationery supplies, and maintenance of office systems, including data bases.
- (b) To actively promote the museum via social media, press and other promotional activities.
- (c) To organise events and activities to support exhibitions.
- (d) To co-ordinate museum volunteers, including maintaining personnel records, rotas, communication, training needs and expenses.

- (e) To support the Facilities Manager to keep records of risk assessments undertaken and other related documentation including in relation to health and safety checks, COSHH, etc in the museum.
- (f) To maintain records for the Council as required including in respect of staff sickness, holidays, time-off-in-lieu and training, data protection, freedom of information and complaints.
- (g) To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.

NOTES

- (i) To undertake such training as shall be directed by **Line Manager** and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.