



**PARISH OF ST BRÉLADE
JOB DESCRIPTION**

| | |
|--------------------|---|
| JOB TITLE: | Administration Officer |
| SECTION: | Administration |
| REPORTS TO: | Assistant Parish Secretary |
| HOURS: | 35 hours per week, with flexibility to cover some weekend and evening duties |

Job Purpose

To support the provision of a comprehensive and efficient administrative service for the Parish of St Brélade.

To provide a reception service to Parishioners, members of the public and other visitors to the Administration Office of the Parish of St Brélade, ensuring a courteous and responsive service is provided at all times.

Key Accountabilities

1. Check and process driving licence applications and associated payments to ensure the information provided is accurate and in accordance with the relevant motor traffic laws. Input data into the driving licence system to enable the production and issue of licences and ensure the data held is kept up to date. Liaise with other Parishes, States Departments and relevant authorities with regard to driving licence issues, returning expired licences to the appropriate jurisdictions.
2. Distribute, receive and check Electoral Statements for the Parish of St Brélade and input data into the relevant database system so that the Electoral Register is kept up to date and accurate. This enables the Parishioners' right to vote to be checked at Elections and Parish Assemblies. When requested by Parishioners, check and provide certification of their registration.
3. Reception cover. Receive, greet and assist visitors to the Administration Office, dealing with their enquiries, receiving and processing documents and redirecting them, as necessary, in a courteous and efficient manner.

Administration Officer
March 2023

4. Receive and check application forms in respect of the grant, renewal and variation of firearm certificates and process in accordance with the requirements of the Firearms (Jersey) Law 2000. This includes coordinating with the States of Jersey Police regarding CRO checks and the production of accurate certificates for issue to applicants.
5. Liaise with the Connétable and other authorised persons to ensure the applicant and premises have been fully checked in accordance with the Firearms Law.
6. Maintain all relevant documentation, certificates and computer records relating to firearms ensuring they remain accurate and up to date and issue renewal reminders on a 5-year cycle, notifying the States of Jersey Police of any non-renewals.
7. Assist, when required, with the planning, coordination and organisation of social and parish events for parish officials, parishioners and members of the public (e.g. Parish Assemblies, Public Elections, charity events, lunches, fun days and fairs), helping to ensure a successful and well-run event. Liaise with relevant stakeholders and support fundraising.
8. Organise other administrative tasks as they arise, which may involve coordinating volunteers, searching and maintaining records, organising documentation and dealing with queries.
9. On behalf of all Island parishes, check request forms and produce warrant and ID cards for all Honorary Police and other Honorary Officers ensuring they are issued to the correct person and the warrant card system is kept up to date.
10. Provide refreshments, in the absence of the Caretaker, for meetings and visiting guests to the Parish Hall, including taking turn in providing refreshments for office administration staff.
11. Maintain office files, shred and archive information, ensuring any data held or released complies with Data Protection legislation. In accordance with the Freedom of Information (Jersey) Law 2001, provide relevant, accurate and timely information, as requested, and pass to the Parish Secretary for release.
12. As a member of the administration team, undertake a range of tasks, as required, in support of the smooth running of the office and parish activities. These include, but are not exclusive to, the following:
 - i) Undertake a variety of accounting functions, both manually and on computer, ensuring monies are accurately recorded, reconciled and secured in accordance with required financial standards. This includes processing parking fines, invoicing and assisting with cashiering and banking duties.
 - ii) Undertake a range of administrative duties including writing correspondence, dealing with incoming and outgoing mail, monitoring the franking machine, maintaining stationery levels, filing, photocopying, data inputting, and answering the telephone.
 - iii) Assist during Public Elections, attending at Polling Stations to ensure the voting process runs efficiently, dealing with queries in connection with the Electoral Register and supporting the counting process.

Administration Officer
March 2023

- iv) Support one of the other Administration Officers with responsibly for hall bookings with accepting, confirming and coordinating these bookings and other events, including maintaining the Desk Events Diary and calendar so that accurate information is readily available.

- v) Assist with the efficient processing of dog permits.

Knowledge and Experience

Good communication, common sense and interpersonal skills are required when dealing with members of the public, parishioners and volunteers as well as diplomacy, patience and the ability to empathise with and feel part of the parish community.

The postholder should possess general office administration experience with good written and numeracy skills. They should be confident in the use of IT, with a willingness to learn in-house systems and proficiency with Microsoft applications, particularly Word, Excel and Outlook.

A key attribute is the willingness to be flexible and respond to the requirements of the Administration Office.

The postholder should ideally have some cashiering experience or be able to demonstrate confidence in handling cash, reconciling figures and administering invoices.

The postholder should be able to acquire a basic knowledge of laws relevant to Parish administration.

They must be able to handle Parish information in a discrete and confidential manner and meet deadlines in an environment prone to many distractions.

A good local knowledge and familiarity with Island and Parish life along with would be advantageous.

Knowledge of social media platforms would also be helpful.