



## RAMSGATE TOWN COUNCIL

# PA TO THE MAYOR / ADMINISTRATIVE ASSISTANT REQUIRED

Ramsgate Town Council is seeking a Personal Assistant to provide executive support to the Mayor.

### **The job:**

To provide administrative support to the Mayor of Ramsgate and the Town Clerk. You will be required to arrange and organise civic events and functions, including coordinating the Mayor's Diary. The post holder will have regular contact with the Mayor and / or Deputy Mayor.

### Other PA duties include:

- To organise the Town Sergeant's diary to ensure that they know what is required of them at civic events.
- Ensure that the Mayor / Deputy Mayor is briefed as required before attendance at functions, with notes made of any prior research that may be required by the Mayor / Deputy Mayor including preparation of speeches.
- Provide secretarial support to the Mayor / Deputy Mayor in respect of their social engagements.
- To provide limited support for the Mayor's charity events, issuing tickets and drafting of promotional literature only. (These events are organised by the Mayor's fundraising committee, not the Mayor's PA).
- To write press releases following every civic activity, including a draft quote from the Mayor/Deputy Mayor.
- To have management control of the Mayoral social media accounts, working with the Marketing and Communications Officer as required.

### Administrative duties when required to include:

- Undertake reception and telephone duties.
- Open and distribute incoming mail.
- Maintain a database of local organisations and contact details.
- Have oversight of the Council Chamber bookings.
- Arrange monthly staff meetings and record of actions.
- Pass on problems/complaints to other agencies.
- Provide members of the public with information.
- Small project work as directed by the Clerk / Deputy Clerk.
- Provide backup support for the Allotment Officer.
- Writing press releases as required.

Applicants are asked to read:

- PA to the Mayor/Administrative Assistant Job Description
- PA to the Mayor/Administrative Assistant Person Specification

And complete an application form and equal opportunities monitoring form.

**Hours:** Monday, Thursday and Friday's (between 08:30 – 17:30)

**Total hours per week:** 25 hours.

**Pay:** £22,369 - £25,409 (Full Time Equivalent)

**Pension:** Auto enrolment in the Local Government Pension Scheme.

**Paid holiday:** 22 days per year / pro rata

**To Apply:** Complete the application form and equalities monitoring form.

**Send to:** Miss E Richford – Deputy Town Clerk & Finance Officer  
Ramsgate Town Council  
The Custom House  
Harbour Parade  
Ramsgate  
CT11 8LP

Or via: [eileen.richford@ramsgatetc.org.uk](mailto:eileen.richford@ramsgatetc.org.uk) CV's will not be accepted.

**Deadline for applications 9am on Monday 10<sup>th</sup> July 2023**

Interviews will be held on Tuesday 18<sup>th</sup> July 2023.