

# District Councils' Network

## The one voice of district councils in the LGA



Close to people, focused on place

### **Job Description: DCN Support Officer**

**Responsible to:** The District Councils Network manager and the Chair of the District Chief Executives Network.

**Job purpose:** To support the District Councils Network manager with the day to day running of the network and general administrative tasks.

**Key contacts:** District Council Leaders (particularly those on the DCN Executive), senior officers (within both the DCN and the LGA), part-time/fixed term DCN staff support, civil servants, external contacts and partner organisations.

**Grade/Salary:** To be determined

**Part time:** up to 15hrs a week pro rata

### **Principal Accountabilities:**

1. To manage the networks contacts database and keep it up to date,
2. To arrange meetings and all requirements around the meeting – room bookings, catering, invites, attendees
3. To take and type minutes from meetings
4. To keep members up to date with meeting information
5. Draft letters, including but not limited to annual representation and thank you letters.
6. Support DCN Manager and Lichfield Communications team with the Local Government Group Annual Conference
7. To update and manage the information on the website
8. Answer and action telephone calls and follow up action/messages
9. Undertake basic financial and figure work.
10. To proof read documents in preparation for publication

### **DCN Support Officer**

Applicants for this post must be able to demonstrate the following skills, attributes and experience:

1. Excellent IT skills; word, outlook, publisher and excel
2. Organisation skills around events and meetings
3. Good Oral communication skills
4. Good written skills
5. Ability to work from own initiative
6. Good numerical understanding