



DARTMOOR COMMONERS' COUNCIL

Job opportunity: Secretary / Administrator (Two Positions)

Additional information

Dartmoor Commoners' Council is looking to appoint two people to cover this role on a part-time, job share basis.

Job Description (what we want the new appointees to do).

1. To maintain the Register of Commoners in accordance with Section 7 of the Dartmoor Commons Act 1985 and respond to requests for information held on the Register.
2. To ensure that adequate administrative arrangements are made for the preparation of an annual budget, the keeping of accounts and financial returns, payment of accounts and receipt of income due to the Council from Commoners, the purchase and receipt of supplies and equipment, and control of inventories.
3. To give notice of all meetings of the Council. To attend such meetings as is required by the Council to ensure the proper conduct of business and to record and issue decisions and carry out administrative tasks resulting from such meetings.
4. To maintain and develop working relationships with the Dartmoor Commoners, Local Commoners' Associations, Dartmoor National Park Authority and other key organisations and individuals.
5. Provide secretarial support to the Chairman and Vice-Chairman and respond to routine letters and emails.
6. Ensure the office is run efficiently and provides a place for Members of Council and commoners to contact to report issues.
7. Maintain the Dartmoor Commoners' Council web site.

We would want the successful applicant to demonstrate the following skills:

1. Good communicator, both in their written work and in face to face contact with a wide range of people.
2. To be flexible in their working times and conditions.
3. Can demonstrate enthusiasm and a degree of knowledge for farming and wider countryside issues. Some understanding of commons and commoning would be an advantage.
4. Good computer skills including Word, Excel and Access.
5. Good office administration skills.

The successful applicant will hold a car drivers' licence and have access to a car (travel costs for journeys away from the office will normally be paid). The office is in Tavistock.

The post will be 30 hours per week in total for two employees plus attending occasional evening meetings.

This part time post will be paid at an hourly rate to be negotiated subject to experience.

Application details:

Applicants should provide a CV and a brief statement on why they are interested in this job. **Applications can be emailed, posted or hand delivered and must arrive by mid-day on Monday 18 November 2024.**

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