

# **Viscountess Barrington Trust (VBT)**

## **Administrative & Hall Officer (full time, 37 hours per week)**

### **Job Description**

#### **JOB DESCRIPTION**

##### **Overall Responsibilities**

To support the Parish Clerk and the Finance Officer by undertaking all such duties as are deemed necessary for the proper and effective operation of the Viscountess Barrington Trust (VBT) and Shrivenham Parish Council (SPC).

The main purpose of the job is to provide administrative support across the full range of the Council's business activities.

Duties will often need to be shared, and leave, sickness and other absences will require mutual/flexible cover and substitution of responsibilities from time-to-time. This employee will report to the Secretary.

##### **Admin Duties**

##### **Viscountess Barrington Trust (VBT)**

1. Liaise with Caretaker and process Memorial Hall Bookings onto the Bookings System.
2. Website and Noticeboard Maintenance (for SPC also).
3. To carry out all admin duties found within an office routine including, but not limited to, opening post and distributing as required, filing, record keeping, dealing with correspondence, minute-taking, venue/room tours, managing telephone enquiries, answering phone enquiries and in-person callers to the Council Office.
4. To represent the Viscountess Barrington Trust and Parish Council in an appropriate manner, on a day-to-day basis, in all dealings with the general public.
5. Development of new Council and Trust policies.
6. Review of existing Council and Trust policies.
7. To be present during wedding ceremonies when required (weekend work).
8. To assist with compiling a rota to open and close the Hall if the Caretaker is absent.

##### **Shrivenham Parish Council (SPC)**

9. Maintenance of the Allotment system.
10. Managing Burial Enquiries, as well as keeping Burial record books and folders. Maintenance of the cemetery system.
11. This role requires mutual/flexible cover and substitution of responsibilities from time-to-time. Evening work at monthly Council meetings and occasional weekend work.

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12. This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Administrative & Hall Officer will also be required to undertake any other duties commensurate with the status of the post.

**Please could applicants send a covering letter highlighting why they would suit this role along with their CV.**

**Please send these to: [clerk@shrivenham.org](mailto:clerk@shrivenham.org) by 3 March 2026**

**Start date: 09 March 2026**