

Role Specification – Democratic and Elections Apprentice

Service Area	Planning
Role Title	<ul style="list-style-type: none">Democratic and Elections Apprentice
Location	<ul style="list-style-type: none">Oxted/Agile
Reports to	<ul style="list-style-type: none">Lead Democratic Specialist
Grade	<ul style="list-style-type: none">National Minimum Wage (Dependant on Age)
Duration/Hours	<ul style="list-style-type: none">37 hours per week18 Month Fixed Term Contract

Service area purpose

Democratic Services sits at the heart of the council. The team is responsible for supporting Councillors and managing the decision-making process of the Council. The team runs electoral registration and elections, ensuring that residents in Tandridge are able to vote at national and local elections and referendums.

Specific responsibilities

To provide professional, proactive and flexible administration support to the democratic and elections functions of the Council. This includes working alongside colleagues to learn how to arrange committee meetings, produce agendas, draft minutes, operate the webcasting technology and support councillors as elected representatives. You will also gain specialist knowledge and experience of running elections and electoral registration. This will include handling data entry, responding to customer queries and playing a key role in the delivery of high-profile elections. You will work in a supported learning environment to develop the skills and knowledge required for a business administration apprentice.

Person Specification

Qualifications / Education

Essential

- Standard of education to include a minimum of GCSE Maths and English Grades A-C or 4-9 or equivalent.

Experience

Essential	Desirable
<ul style="list-style-type: none">• Experience of using Microsoft Office.	<ul style="list-style-type: none">• Ability to use these packages, email, intranet and internet for the collection and presentation of a wide range of data in the most appropriate format.

Key skills and knowledge

Essential
<ul style="list-style-type: none">• Willingness to learn and an interest in how democracy operates in the UK.• Ability to be a good team player to work flexibly within a team, supporting colleagues in training and development and to adjust to changing priorities.• Proactive with commitment to provision of excellent customer service.• Ability to work methodically and with a high level of accuracy, paying great attention to detail.• Good organisational skills with an ability prioritise tasks and meet specific deadlines.• Ability to communicate information clearly and effectively with a wide range of people.• Understanding of the broad requirements of the data protection principles.• A commitment to equality and diversity.• Good written and verbal communication skills.• Able to perform efficiently and effectively under pressure.