

DOWNTON PARISH COUNCIL



Vacancy for part-time Administrative Officer at Downton Parish Council

Downton Parish Council invites applications for a part-time role of Administrative Officer to the Council to start by the end of August 2022. The flexibility of this post will make it an ideal opportunity for a number of people and to suit different lifestyles.

This is a permanent contract subject to review in six months and with a deadline for applications of 11th August 2022.

Salary: SCP 5 £10.41 per hour for 20 hours per week

The Administrative Officer would be expected to work from home over three to five days per week, flexible to suit applicant, with office equipment and a home working allowance supplied. Office accommodation could be provided if home working is unsuitable for the right candidate. On rare occasions evening work will be required.

Applicants should have a good standard of education (5 GCSEs or equivalent), good administrative, communication and interpersonal skills and a good working knowledge of IT, particularly Microsoft Office. The work will involve some project coordination, making knowledge of project management skills an advantage. Similarly some knowledge of Parish Council work would be an advantage as would previous experience of dealing with members of the public, although training and guidance will be given.

To make enquiries about the role or to apply, by requesting a Job Description, Person Specification and Application Form, please contact the Chair of the Council's Staffing Committee by email on [mr andrew north@hotmail.com](mailto:mr.andrew.north@hotmail.com) or on 01725 510504 (Mon-Fri 9.30 am to 5 pm only)

This vacancy closes on Thursday 11th August 2022 at 4 pm.

Interviews will take place during the week commencing Monday 15th August 2022.

Downton Parish Council is an equal opportunities employer and applications are welcomed from all sections of the community.