



Ashchurch Rural Parish Council

Part Time Vacancy for an Administrative Assistant

Part time, permanent post, NJC SCP 10/11 - £13.28 - £13.50 per hour, dependant on experience and qualifications, the post holder will also be entitled to join the Local Government Pension Scheme

The Council is looking to appoint an Administrative Assistant for initially 5-10 hours per week to work alongside the Clerk and Assistant Clerk in this busy and expanding parish, located near junction 9 of the M5.

The ideal candidate will be reliable, capable of working on their own initiative with minimal supervision and will have excellent communication and interpersonal skills. They will be extremely well organised and be proficient in the use of information technology including Microsoft Word and Excel. Accuracy with attention to detail and the ability to work to a high standard are also essential skills.

Previous experience of Local Government would be useful, however, candidates from other sectors who can demonstrate the relevant skills will be considered as training will be provided. The successful candidate must be willing to work towards the qualification, Certificate in Local Council Administration, (CILCA) in a timely manner if not already CILCA qualified.

The successful applicant will be predominantly home-based for which an allowance will be paid, and they will be required to attend monthly Parish Council Meetings which usually take place on the third Monday in the month in Ashchurch. The role can also include attendance at ad hoc meetings as required.

This is an exciting time to join the Council and help lead it's work to support the local community, as the parish goes through a period of significant change and growth.

Ashchurch Rural Parish Council are committed to equal opportunities in employment.

To apply, please download the application form from our website. If you require any further information or have any questions, please do not hesitate to contact the clerk on clerk@ashchurchruralpc.org.uk

Closing date for applications is 9.00am on 1 July 2024

Interviews will be held on 16 or 18 July 2024

www.ashchurchruralpc.org.uk

JKO/10.6.24