

Job Title: Administrative Assistant/Assistant Clerk

Hours of Work: 10 hours per week

Commencing Salary: NJC Scale LC1 Spinal Column Point 12 (currently £12.73p/hr)

Location: Upper Rissington Village Hall, Wellington Road, Upper Rissington. GL54 2QW

Responsible to: Clerk

Responsible for: Provision of effective support to the Clerk and Members of the council, responsibility for day-to-day management of the Council's filing systems

This is a temporary role to be reviewed in three months from date of commencement.

Notice Period: 1 month

Upper Rissington Parish Council is seeking to recruit an enthusiastic and self-motivated Administrative Assistant/Assistant Clerk, ideally starting October 2023.

The role is office based at the Village Hall, Wellington Road in Upper Rissington for 10 hours a week.

We are seeking an organised and community focused individual to proactively assist the Clerk in the development, promotion and implementation of the Council's work.

Candidates must be IT literate, self-motivated with good organisational and communication skills and enjoy working as part of a small team.

Working under the guidance and supervision of the Clerk, duties will include dealing with correspondence, supporting the Clerk for the preparation of Council meetings and liaising with contractors and members of the public.

There will be opportunities for training and development in the role.

KEY SKILLS AND EXPERIENCE

Essential:

- Good IT skills – proficient in the use of Microsoft systems is essential.
- Hold at least 3 GCSEs including Maths and English at Grade C/4 or above, or equivalent.
- Excellent communication skills.

Desirable:

- Knowledge of Upper Rissington and the surrounding area.
- Experience in a similar role, especially within Local Government.

Applications

CV and covering letter – should be sent to the Clerk by email to: clerk@upperrissington-pc.gov.uk and must be received by 1pm on Friday 29th September 2023. Interviews to take place week commencing 2nd October 2023.

The Clerk will be happy to answer any queries in respect of the vacancy and can be contacted via clerk@upperrissington-pc.gov.uk