

**Salary: NJC SCP 10/11 (£13.28 - £13.50) dependant on experience and qualifications.**  
**Hours: 12 hours per week, worked across Mon – Fri by arrangement**  
**The post holder may also be entitled to join the Local Government Pension Scheme**

**The Council is looking to appoint an Administrative Assistant for 12 hours per week to work alongside the Clerk and Assistant Clerk in this busy and expanding parish, located in the heart of the Cotswold near Bourton-on-the-Water.**

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, successful 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 Certificate in Local Council Administration, (CiLCA) in a timely manner if not already CiLCA qualified.

This is a permanent role based in the Council office in Upper Rissington, and the successful candidate will be the main point of contact for the residents in the village on a daily basis. The role may also include attendance at ad hoc meetings as required.

**Key Requirements:**

- Able to work as part of a small team and independently
- Good working knowledge of Word, Excel, Snipe, Outlook, and social media platforms
- Organised with good communication skills
- Excellent customer service

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.

Upper Rissington 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 at [clerk@upperrissington-pc.gov.uk](mailto:clerk@upperrissington-pc.gov.uk)

Closing date for applications is the 15<sup>th</sup> September 2024.  
Interviews will be held in September.

[www.upperrissington-pc.gov.uk](http://www.upperrissington-pc.gov.uk)