



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org 01623 626857

ADMINISTRATIVE ASSISTANT VACANCY

15 hours per week

**SCP 5 to 13 (£10.21 to £11.97 per hour – pay award pending)
according to experience and qualifications**

22 days holiday + public holidays (pro rata)

We are looking for an Administrative Assistant to join us working 3 hours a day, Monday to Friday from 9:30am to 12:30pm.

About the role:

You will be responsible for providing general and administrative support such as answering the phone, attending to emails, posting social media on behalf of the Parish Council and keeping the website topical. You will also be interacting with visitors and hirers of the Village Hall. You will co-ordinate and respond to cemetery service requests, also update and maintain cemetery records. The role includes undertaking routine financial processes such as raising purchase orders, invoicing and recording receipt of payments, as well as helping with other duties as directed by your line manager, the Parish Clerk.

Key Requirements:

You will have good and accurate literacy, numeracy and administrative skills and the ability to analyse information to solve general queries. Excellent communication skills are essential. You'll need to be able to work on your own initiative, and be effective working both independently and as part of a team. You will need to be PC literate, and have good keyboard skills. The ability to plan and organise are important and you should be used to working under pressure to meet deadlines. You must be a good listener and be confident and empathetic in dealing with the public. This is because at times you will be speaking to someone who is going through the worst experience in their life.

The Team:

Clipstone Parish Council is a friendly, busy parish that wants to be at the forefront of delivering the best possible outcomes for the community. This aim is matched by its ambitions to become a modern employer. All 6 staff members work on a part-time basis. Working well together as a cohesive team is one of the cornerstones of how the Parish Council will realise its ambitions.

Please complete the application form as CVs will not be considered a valid substitute. The application form can be found on the website: <https://clipstoneparishcouncil.org/recruitment/>

For an informal chat, please contact: Michelle Paxton, Clerk – 07395 875410

Closing date: **24 July 2022 at 9pm**

Interview date: **03 August 2022**