



Bishop's Waltham Parish Council
Parish Council Office
The Jubilee Hall, Little Shore Lane
Bishop's Waltham
Hampshire, SO32 1ED
01489 892323

BISHOP'S WALTHAM PARISH COUNCIL.

ADMINISTRATION ASSISTANT

Bishop's Waltham Parish Council is looking to recruit a part-time Administration Assistant.

The hours worked will be 20 per week 10.00am – 2.00pm Monday to Friday.

The post will provide administration assistance to the existing office staff and Councillors. Duties will include - management of hall and sport bookings and provision of support for the Deputy Executive Officer in matters relating to the Halls & Grounds and Community Development Committees.

The ability to both work effectively on your own and be able to support the team and take direction is essential, as are good organisation, administration and IT skills. Previous Parish Council experience is desirable but not essential as training can be arranged.

Annual salary will be in the region of £17,364 pro rata for a 20-hour week, depending on experience and qualifications.

For further information and job description please contact:

Mrs Lindsay Edge, Executive Officer, Bishop's Waltham Parish Council, Parish Council Office, The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire. SO32 1ED

01489 892323

parishclerk@bishopswaltham-pc.gov.uk

Closing date for applications: 12 noon on 20th September 2019.