

BISHOP'S WALTHAM PARISH COUNCIL.

ADMINISTRATION OFFICER

Bishop's Waltham Parish Council is looking to recruit an Administration Officer.

This is a part-time post (24 hours pw) to ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. To provide support for the Clerk to the Council and to deputise in his/her absence

Duties will include clerking two of the Councils Standing Committees, preparation of agendas and papers for meetings, taking minutes of Council meetings as required, staff management, liaison with the Council's Health & Safety consultant and report preparation.

The ability to both work effectively either on your own or as part of a team and to deal with members of the public is essential, as are excellent communication skills. A good understanding of IT systems including Word, Excel and PowerPoint, a willingness to learn new software packages, experience of managing staff and projects would be desirable.

The Council is looking for someone with a minimum 2 years' experience in an administration based role and a willingness to work towards a CiLCA or similar recognised qualification.

Annual salary in the region of £20,903 pro rata for 24 hours.

Agreed salary will be dependent on experience/qualifications.

For further information and job description please contact:

**Lindsay Edge or Emma McKenzie, Bishop's Waltham Parish Council, Parish Council Office,
The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire. SO32 1ED**

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Closing date for applications 20th August 2021