GLEN PARVA PARISH COUNCIL - Admin Assistant Vacancy - **POST B**

We are looking for a highly organised and detail-oriented Admin Assistant to join our Parish Council Office team. This role is vital to the efficient and smooth running of our Parish, assisting with various administrative duties and supporting our community efforts

**Position Details:**

* Job Title Admin Assistant Post B
* Location: Parish Council Office
* Salary: NJC LC1 SCP 11 £27,269 per annum (pro rata) £14.13 per hour
* Hours: 21 hours per week Wednesday, Thursday, Friday 9.00am – 4.00 p.m.
* Type: Part-time

**Application deadline: Noon on 17th JANUARY 2025**

Email address: manager@glenparvaparishcouncil.org.uk

Phone number: 0116 2771450

In this role, you will provide essential clerical and administrative support to the Parish Clerk. You will ensure smooth day-to-day operations and assist in the coordination of council meetings, community events, and public enquiries. This role requires excellent communication skills, an ability to multi-task, and a positive approach to handling a wide variety of administrative tasks in a busy environment, at times face to face with the public.

**Key Responsibilities include:**

\* To deputise and support the Parish Clerk or other admin staff as and when required.

\* Assist with the processing of invoices and receipts for payment, maintaining accurate financial records. Assist with weekly banking procedures.

\* Process and deal with all matters associated with Community bookings of rooms and premises.

\* To make enquiries with suppliers and seek quotes for works as directed by the Clerk.

\* General Clerical Duties in performing various office tasks, including filing, data entry and other admin support as and when needed.

**Social Media Management:**

\* Manage and update our Parish Council’s social media platforms in order to engage and inform the community.

**Parish Newsletter**

**\*** Design**,** create and organise the distribution of our quarterly Parish Newsletter ensuring up to date and accurate content.

**Communication:**

**\*** Handle local communications, respond to enquiries and maintain positive relationships with residents and community members.

\* Attending meetings & take minutes, producing clear and concise records.

\* Act as liaison point in all matters relating to Glenhills Library and Park Café.

**Qualification & Skills:**

\* Proven administration experience, preferably in a local government or community setting.

\* Excellent written and verbal communication skills.

\* Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).

\* Have knowledge or used RIALTAS or SAGE or other financial support software.

\* Have great attention to detail and be highly organised, ensuring deadlines are met and able to adapt to changing priorities.

\* Be creative & passionate about making a difference in the community.

\* Work closely with other admin staff and support colleagues as required.

\* Attend training courses or seminars as required.

\* Attendance at occasional evening and weekend meetings or/and events as required.

This is a description of the main duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the parish council.

The post is permanent and subject to a period of successful probation. We are looking for the successful candidate to be flexible, willing and to start as soon as possible.

Glen Parva Parish Council aims to be an Equal Opportunities employer, employing people on merit and ability to do the job, and welcomes applications from people from all sections of the community.

Disability Discrimination Act:

Reasonable adjustments will be considered under the Disability Discrimination Act 1995 (and any amendments) for job applicants who, because of disability, cannot meet particular requirements.

Offer of employment:

Any offer of employment would generally be subject to satisfactory references and of legal entitlement to work/employment in the UK. A criminal records check through Data Barring Service will be undertaken.

Data Protection and Information:

All information given will be processed in line with the principles of the “Data Protection Act”.

Information is only used by Glen Parva Parish Council for the purpose of recruitment and employment; for a person’s involvement in the Council and for statistical monitoring. If at any time a person objects to this, they should contact the Clerk to the Council.