**Office Administrator to the Parish Clerk**

**Work Summary**

Tisbury Parish Council, the first tier of local government, represents the interests of the whole community; these can be diverse and discovering the needs of different groups is an important part of the work of each and every parish councillor. Each parish council throughout England has powers and duties to help the community to thrive. A parish council must not do anything unless it has the legal power to act, granted by law.

Working with the Parish Clerk and 3 other members of staff, you will be working with a team to facilitate the smooth operation of Council business within the rules and regulations that apply. The work requires a professional approach and the ability to act impartially.

The role will be approximately 10 hours a week and based at The Reading Room (former Library on the High Street) or working from home as appropriate.

Evening attendance at 2 Parish Council meetings each month (1st and 3rd Tuesdays) will be necessary.

**Responsibilities and Duties**

Reporting to the Parish Clerk, the role will include the following duties.

* Taking notes and producing minutes at the 2 monthly Parish Council meetings.
* The administration of routine planning applications and issues.
* Invoice processing.
* Email management.
* Customer Service; including the provision of information and advice to the public and Councillors.
* Supporting the publication of parish activity in the press and on social media.
* Other duties commensurate with supporting the Parish Clerk in their role.

**Qualifications and Skills**

* Education standard to GCSE level or equivalent with a minimum of English and Maths grade 4 or higher.
* IT literate particularly in Microsoft Office programmes.
* Communication, people and organisational skills.
* The ability to act with discretion and recognise the need for confidentiality.
* No previous experience required.

**Salary and Benefits**

* SCP 5-12 Salary range from £10.01- £11.50 an hour initially, depending on experience.
* 22 days per annum holiday (rising to 25 days per annum after 5 years continuous employment) + bank holidays (pro rata).
* Flexible hours and training opportunities available.