



ENDERBY PARISH COUNCIL APPOINTMENT OF ADMINISTRATOR

Salary Within grade LC1 SCP 7-12 (£19,554 - £21,589 Pro-rata) Permanent Part-time (20 hours per week)

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

The Parish Council is seeking highly organised and committed applicants to undertake this administrative role. This is a supporting role in a small team and assists with the day-to-day management and organisation of the Council's facilities and will require the applicant to be confident in co-ordinating and implementing office procedures and take responsibility for specific projects and tasks.

You will need to be enthusiastic, flexible and community-focussed with excellent administrative, interpersonal, accounting and IT skills in order to work successfully with staff, Councillors, external organisations, stakeholders and the community. Core hours will be Monday-Friday, 9am-12 Noon to cover office opening hours.

The post is part-time (20 hours per week) with some evening meeting attendance required. We offer excellent nationally based terms and conditions of employment for this part-time post.

For more details call Ms. Suzanne Hansford on 0116 2753711 or email clerk@enderbyparish.org

The Closing date for applications is 12 Noon, Friday, 24th May 2019.

Enderby Parish Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.

A Job Description may be obtained via Enderby Parish Council's Website: - <https://www.enderbyparish.org.uk/job-vacancies.html>

Applications are to be submitted in writing and are to include a curriculum vitae to: -

**Ms. S. Hansford
Clerk to Enderby Parish Council
Civic Centre, King Street,
Enderby, Leicestershire, LE19 4NT**