Lubbesthorpe Parish Council

**VACANCY: Part Time Administration Assistant**

**30 hours per month**

**Job title:** Part-time Administrative Assistant to Lubbesthorpe Parish Council.

**Salary**: LC1 SCP 1-4, £10.53 - £11.01 per hour depending on experience

**Responsible to:** TheClerk

**Hours of work:** 30 hours per month, flexible, including a minimum of 1 evening and 1 Saturday per month.

**Based at Location:** The Hub Tay Road Lubbesthorpe and at home.

**Purpose of job**

To provide support to the Clerk and the Council in the day to day running of the Parish Council and events.

**Duties**

* Answering enquiries by telephone, email, social media or in person from the public, outside organisations and Councillors
* General word processing, spreadsheets, filing and other general clerical duties as required.
* Updating Council website and social media with relevant news bulletins
* Responsible to maintain the council calendar.
* Putting notices up on the noticeboard
* Putting up posters and banners in the locality
* Attending meetings at Lubbesthorpe, Blaby District, Leicestershire County offices and other locations as required.
* Minutes taking
* Collate and produce information for the newsletter.
* Organising all things relating to the monthly market (including stall bookings, advertising and attending).
* To organise other events when required.
* Undertaking any other duties appropriate to the role as may be required from time to time.
* To always respect the confidential nature of the Council’s work and not disclosing or allowing the disclosure of any confidential information.

For Further information please see the Parish Council website <https://www.lubbesthorpeparishcouncil.gov.uk/vacancies.html>

or contact the Clerk, Lisa Sly

[clerk@lubbesthorpeparishcouncil.gov.uk](mailto:clerk@lubbesthorpeparishcouncil.gov.uk) A qr code with black squares

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Please send a copy of your CV and the application form to [clerk@lubbesthorpeparishcouncil.gov.uk](mailto:clerk@lubbesthorpeparishcouncil.gov.uk)

Closing Date: 5pm 26th April 2024