

VACANCY

Applications are invited for the **part-time** post of Administration Officer to:
**Crigglestone Parish Council's Parks and Open Spaces Committee and
The Village Institute Community Centre and Charity Committee**

This post requires someone flexible and adaptable in their approach, and able to work on their own initiative when required, who appreciates the work can be varied and that priorities can quickly change. **Please note:** At times, this is not a typical 9-5 Monday to Friday position, it can require some working of the allocated hours during evenings and weekends, sometimes at short notice. This is not on a regular basis but you need to be aware and need to accept this before applying for the position.

The ability to use effectively Word, Excel, Outlook, Facebook and our in-house Website is essential. A working knowledge of an office environment, experience of Health and Safety, sourcing and completing funding applications, dealing with outside agencies, the confidence to scrutinise contractors' quotations is desirable and beneficial. Both Committees require someone to prepare for, attend and minute their respective meetings held at least quarterly, ensuring reports and minutes are available for the Parish Council in the timeframe required.

Previous experience in Local Government/Charity Sector would be an advantage, but the confidence, ability and energy to learn the role's statutory duties and other activities whilst in post, is equally important. Training opportunities are available to enhance personal development.

Hours: 10 hrs per week (can be flexible, specific details to be arranged on appointment)

Start date: 5th October or ASAP after this date

Rate of pay: National Agreement LC1 7-12 substantive benchmark range used and Spinal Column Point (SCP) will be based on experience and qualifications.

Place of Work: The Village Institute, 36 High Street, Crigglestone, WF4 3EB

Crigglestone Parish Council and the Village Institute are not part of Wakefield District Council, however the two do work closely together.

For the job description please see the website at www.crigglestonepc.org or contact the Clerk clerk@crigglestonepc.org Please apply in writing (email is accepted, no more than 2 sides of 1 x A4) with your CV (no more than 2 sides of 1 x A4) giving your current and relevant experience, pertinent to the job description.

Please reply to: Email: clerk@crigglestonepc.org

Post: Crigglestone Parish Council, c/o 104 Field Lane, Upton, Pontefract, West Yorkshire, WF9 1DB

Closing date: 12 noon, Wednesday 30th September 2020

Interviews to be held Saturday 3rd October 2020, please make yourself available. If you have not heard from us by 12 noon on Friday 2nd October then regrettably, please take this as not being invited for interview.

Kind regards

Ms Sarah Mozer

Clerk to Crigglestone Parish Council and the Village Institute Charity Committee