



The Local Council for Narborough and Littlethorpe

Narborough Parish Council is looking for a

**PART-TIME ADMINISTRATOR
12 month fixed term contract**

**INITIALLY 20 HOURS PER WEEK – OVER 4 DAYS
9.15 am - 2.45 pm including lunch break**

Salary range: £20,444 - £22,129 per annum pro rata, dependent on experience, plus benefits

A new temporary position has arisen for a **Part Time Administrator** in the Parish Office, located at the new Parish Centre on Desford Road, Narborough.

The Parish Council is the grass roots tier of local Government and owns/manages the Parish Centre, Littlethorpe Village Hall, various parks and open spaces, Narborough cemetery and maintains the grounds of the Parish Church. The Council also installs Christmas lighting, planting schemes and much more.

We are looking to recruit someone with an interest in their community who is self-motivated and able to work on their own initiative but also enjoys working as part of a small but busy team. You will have excellent computer skills (Microsoft Office) and experience of dealing with the general public but most importantly will need a flexible and adaptable approach to working as no two days in the Parish Office are ever the same! Duties will be very varied and will include dealing with customer enquiries, managing our property bookings via a computerised booking system, social media and website management, general administration to support the Clerk and Deputy Clerk and assisting with community events. There will certainly be room for personal growth and development.

This position may become permanent for the right candidate and offers a great opportunity to experience the wide-ranging activities that are managed by the Parish Office.

If you would like to join our team, please contact Julie Whitehouse, Parish Clerk on 0116 2863008 or email clerk@narboroughparishcouncil.gov.uk for an application pack.

Closing date for applications is:
Midday, Friday 6th May 2022
Interviews: Tuesday 17th May 2022