



Clerk to the Council - Martin Broomhead  
Desford Library, Main Street, Desford, Leicester LE9 9JP  
Email: [clerk@desfordparishcouncil.co.uk](mailto:clerk@desfordparishcouncil.co.uk) - Telephone: 01455 822993

## **ADMINISTRATIVE ASSISTANT REQUIRED**

Desford Parish Council would like to appoint an Administrative Assistant to help the Clerk with ensuring the smooth-running of the Parish Council.

The post will be for approximately 60 hours per month at an hourly rate of between £10.41 and £11.50. (The rate offered to the successful candidate will be dependent upon experience). The usual office hours are Tuesdays and Thursdays with a requirement to be in the office between 10.00am and midday. The post is based in the Parish Office in Desford Library, although remote working may be possible for some tasks. Initially, the successful candidate will be appointed for 6 months and, subject to a review at that time, the post will be confirmed on a permanent basis.

If you want to be considered for the post, please apply in writing (either by letter or email to the respective addresses given above) setting out:

- Relevant qualifications, such as GCSEs, etc.
- Your experience of office work, particularly any experience related to public organisations.
- Any details or examples of written and numerical expertise or experience.
- Any experience in liaising with members of the public.
- Details of experience or expertise in Microsoft Word and Excel, together with experience in the use of e-mails and social media.

One of the tasks expected of the Admin Assistant will be to attend the monthly Council and Resources Committee meetings and prepare minutes for those meetings. (The Resources Committee usually meet on the 2<sup>nd</sup> Wednesday of the month and Council meetings are usually held on the 3<sup>rd</sup> Wednesday of each month. Both meetings are held in the evening).

Applications should be received by the Clerk by 5.00pm on Monday the 10<sup>th</sup> of May 2021. Short-listing of candidates (if required) will be carried out on Tuesday the 11<sup>th</sup> and interviews will be held in Desford Library in the week commencing 17 May 2021.

If you require further information or would like a copy of the Job Description, please either contact the Clerk, Martin Broomhead, on 01455 822993 or look on the Council's website. (The office is open from 9.30am to 3.00pm on Tuesdays and Thursdays).

## **JOB DESCRIPTION**

**Job Title -                   Administrative Assistant**

**Responsible to -           The Clerk to the Council**

**Responsible for -         Helping with the Administrative Tasks of the Council**

### **Job Purpose**

1. To provide assistance to the Council, the Clerk and the Council's Projects and Grants Officer in the smooth-running of the Parish Council.
2. In particular, one of the tasks expected of the Admin Assistant will be to attend the monthly Resources Committee and Council meetings and prepare minutes for the meetings. (Resources Committee meetings are usually held on the 2<sup>nd</sup> Wednesday each month and Council meetings are usually held on the 3<sup>rd</sup> Wednesday of each month. Both of these meetings are held in the evening with meetings commencing at 7.30pm).
3. To help liaise with members of the public in and visitors to the Parish to ensure that queries and concerns are responded to appropriately.

### **Duties and Responsibilities**

4. To assist the Clerk with the administrative tasks of the Council including:
  - a) Responding to e-mails;
  - b) Preparing draft agendas; and
  - c) Writing draft minutes for the Council and Resources Committee meetings.
5. To be available between 10.00am and midday on each Tuesday and Thursday to help and provide assistance to any parishioners who visit the Parish Office with requests for information.
6. To make site visits within the Parish to obtain information or carry out inspections, as required.
7. To provide cover for the Clerk in his absence.
8. To attend other meetings of the Council at the request of the Clerk and to make notes of meetings when required.
9. To carry out any other similar duties as requested by the Clerk.