

**Title:** Administrator

**Work Place:** Angmering Parish Council Office

**Hours:** 37 hours per week/Part time considered

**Grade:** LC1 Below Substantive Benchmark Range

**Rate of pay:** Circa £23,000 Full Time Hours (pay rise pending). Pro-rata for part time.

**Address:** The Corner House, The Square, Angmering, West Sussex, BN16 4EA

Angmering Parish Council is a forward-thinking, innovative council and has its offices in the centre of the village. We are looking for an Administrator to join the team who will be a positive, welcoming, proactive team member. As well as administration tasks, you will also be the face of the Parish Council helping to support Angmering residents and provide reception duties within our busy office.

You should be a well-organised, enthusiastic, adaptable and approachable person, with the ability to relate well to people of all ages. Applicants must have excellent oral and written communication skills, Microsoft Office/Excel experience and be able to take on a multitude of office tasks.

As an Administrator you will have a varied role, providing admin support to the Clerk and Office Manager, being the first point of contact i.e. reception duties, managing the general inbox, coordinating responses to resident queries, arranging meetings, taking minutes and supporting the upkeep of the website and social media pages.

A knowledge of council procedures will be an advantage, but full training will be given.

You will be required to assist with some evening council meetings and help with events (often held at weekends).

To apply please send your CV to [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

**Closing date for all applications:** 19 April 2024

**Interviews will take place:** Week commencing 29 April 2024.