

# Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH

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## **Job Advert - Office Manager**

An exciting opportunity has arisen for an experienced, versatile and multi-skilled Office Manager to join the team at Hilton Parish Council. The Council is looking for support to deliver and manage our day to day operation including delivery of new projects and is seeking to employ a forward looking, practical person who can operate independently and with initiative, drive, and judgement.

### **Overview**

The new role will be responsible for the successful operational of the Parish Council including delivering the change projects as approved by the Council. The role will have many interfaces including councillors, suppliers, residents and other key stakeholders such as the District and County Council. The role reports to The Parish Council and is responsible for managing four members of staff - one administration officer and three grounds staff.

### **Requirements**

Working using your own initiative, as the day to day face of the Parish Council you will have excellent people skills and the ability to communicate in different forms. A key part of the role is the delivery of small projects and you will be able to manage these from conception to final delivery. You will have good IT skills using Microsoft Word and Excel as well as the ability to use a range of social media including facebook, emails and managing the Parish Council website. You will manage, inspire and motivate a small team to deliver excellent services on behalf of the Council.

### **Working arrangements**

The post is part time (40 hours per month) and the hours are flexible and will include some evenings. This will be reviewed as the role develops. There will be a 3-month probationary period.

The Office Manager is required to attend the monthly meetings of the council (typically evenings once per month) and other meetings as necessary. The usual place of work will be the Parish Council offices in Hilton.

### **Salary**

Local Government Pay Scale SCP31 - £20.37 per hour

### **Application**

The Job Description can be viewed on the Hilton Parish Council website [job-description-office-manager-hilton-parish-council.pdf](http://hiltonparishcouncil.org.uk/job-description-office-manager-hilton-parish-council.pdf) ([hiltonparishcouncil.org.uk](http://hiltonparishcouncil.org.uk))

For further information on the position please email [clerk@hiltonparishcouncil.org.uk](mailto:clerk@hiltonparishcouncil.org.uk).

Applications should be made by email to [clerk@hiltonparishcouncil.org.uk](mailto:clerk@hiltonparishcouncil.org.uk) and must include a Curriculum Vitae and a covering letter showing how previous experience and skills meet the requirements of the role. Names and contact details of two referees must be included.

**The closing date for applications is Friday 3<sup>rd</sup> May 2024. Interviews will be held in May after the closing date.**