

Hilton Parish Council

Hilton Village Hall, Peacroft Lane, Hilton.DE65 5GH
Tel Office: 01283 730969 Email: clerk@hiltonparishcouncil.org.uk

Job Advertisement

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 statutory duties and day to day operation including delivery of new projects.

Overview

The role will be responsible for all aspects of the operational running of the Parish Council and delivering the change projects as approved by the Councillors.

The role will have many interfaces including residents and key stakeholders such as the District and County Council.

The role is also responsible for four members of staff - one administration officer, and three grounds staff

Requirements

The Council is seeking to employ a forward looking, practical person who can operate independently and with initiative, drive, and judgement.

You will need to have excellent communication skills and a background in Finance or Audit / Local Government administration.

You will need to be literate in basic Office software, social media and online applications.

You will also need to be competent in the basic practices of administration, action/time management, finance, minute taking, agenda setting, website and Facebook management.

Working arrangements

The post is part time (50 hours per month) and the hours are flexible and will include some working at the Parish Council Office. This will be reviewed as the role develops. There will be a 3-month probationary period depending upon experience.

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

Salary

£25.19 per hour. Pension options are available, with paid annual leave (based on a proportion of working days)

The Job Description and Person Specification can be viewed on the Hilton Parish Council website [job-description-office-manager\(2\)-september-2024.pdf](https://www.hiltonparishcouncil.org.uk/job-description-office-manager(2)-september-2024.pdf) ([hiltonparishcouncil.org.uk](https://www.hiltonparishcouncil.org.uk))

For further information on the position please email clerk@hiltonparishcouncil.org.uk.

Application: should be made by email to 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 13 September 2024. Interviews will be held during week commencing 23rd September 2024.

Note

This is a revised specification of the role advertised earlier this year. Following a review of the Councils structure, the role has been changed to increase its responsibilities and requirements, together with a consummate change in rate of pay and hours worked per month.