

Salehurst & Robertsbridge Parish Council

VACANCY

Assistant Clerk - 15 hours per week

pay: £9.39 - £10.73 per hour

Operating from the Parish Office in Robertsbridge, this post is to support the Clerk and the Council in the full range of duties associated with the functions of a local authority.

This is an excellent opportunity for someone who has a blend of enthusiasm, attention to detail and a desire to work within this rural community. For the right person there will be opportunities to train and develop in the role. Administrative experience, strong IT, organisational & inter-personal skills required.

The actual hours to be worked, likely to be spread over 3 or 4 days, will be agreed with the successful applicant; there will be a requirement to attend some evening meetings.

Download an application pack from:

www.sussexalc.org.uk/vacancies.asp

(or email lcrecruit@ssalc.co.uk for further information)

(The Sussex & Surrey Associations of Local Councils is processing applications)

Closing date for applications: Friday 2nd March 2018