

## Lyminge Parish Council: Job Advert

Position	Administrative Assistant
Location	Hybrid – Home and parish based
Salary	SCP 6 (£25,183 pro rata)
Hours	10 hours per week, plus occasional overtime for attending evening meetings.
Contract	Permanent
Closing Date	20.01.25 noon

### About Us:

Lyminge Parish Council serves the local community, ensuring the smooth running of various local services and initiatives. The Parish consists of Lyminge, Rhodes Minnis and Etchinghill, all unique villages with their own individual personalities.

We are looking for an organised, efficient, and friendly individual to join our small but dedicated team. This is an excellent opportunity for someone interested in local government and community engagement, with the chance to play a key role in supporting the administration and operations of the Parish Council.

### Role Overview:

As an Administrative Assistant, you will provide essential administrative support to the Parish Clerk and the Parish Council. Your duties will include managing day-to-day office tasks, assisting with the preparation of council meetings, maintaining records, dealing with public enquiries, and supporting the smooth operation of the Parish Council's projects and initiatives.

### Key Responsibilities:

- General Administration: Manage incoming emails, phone calls, and correspondence, responding appropriately or directing queries to the relevant parties.
- Meeting Support: Assist with the preparation, organisation, and administration of Parish Council meetings, including preparing agendas, taking minutes, and distributing documents.
- Record Keeping: Maintain accurate records, including minutes, agendas, reports, and correspondence.
- Community Engagement: Respond to public enquiries and assist with the dissemination of information to the local community via noticeboards, newsletters, social media and the Parish Council website.
- Financial Administration: Assist with basic financial administration, including processing invoices, managing petty cash, and helping with budget monitoring.
- Project Support: Provide support to various Parish Council projects, helping to coordinate tasks, liaising with contractors, and tracking progress.
- Office Management: Ensure the office environment is organised, including maintaining office supplies, equipment, and filing systems (at present there is no office but as part of the hybrid working there will be an office space in the near future).

**Person Specification:**

We are looking for someone who is:

- Highly Organised: Able to manage multiple tasks and prioritise effectively.
- Attention to Detail: You should be detail-oriented, particularly when taking minutes or processing important documents.
- Good Communication Skills: Confident in communicating with members of the public, councillors, and other organisations.
- Proficient in IT: Familiarity with Microsoft Office (Word, Excel, PowerPoint), Google Drive and other office software. Experience with website management or social media is desirable.
- Team-Oriented: Able to work well within a small team but also take initiative when needed.
- Discreet and Professional: Able to handle sensitive information with discretion and professionalism.

**Desirable Skills and Experience:**

- Experience working in an administrative role, ideally within local government or a community-focused organisation.
- Knowledge of local government procedures or an interest in community and civic matters.
- Experience with financial administration or budgeting.
- Ability to use software such as accounting programs, website content management systems, and social media tools.

**How to Apply:**

Please submit your CV along with a cover letter outlining your suitability for the role to [clerk@lymingeparishcouncil.org.uk](mailto:clerk@lymingeparishcouncil.org.uk). The closing date for applications is noon on 20<sup>th</sup> January 2025. Interviews will be held on a rolling basis and we reserve the right to bring forward the deadline should a suitable applicant be found.

We are an equal opportunities employer and welcome applications from all sections of the community.