



Job Vacancy: Administrative Assistant

About the role: We are seeking a highly organised, friendly and community minded Administrative Assistant to provide professional administrative support to our team. This is an excellent opportunity for an individual who enjoys working in a community facing environment, managing multiple priorities, and helping to ensure the smooth running of day-to-day business operations of Tidbury Green Parish Council.

Key Responsibilities:

The Administrative Assistant will provide vital support to the Clerk, ensuring that Tidbury Green Parish Council carries out its required functions, consistently meets its statutory obligations and operates efficiently. The post holder will assist with a variety of administrative duties, support Councillors on various projects and proactive community and partnership engagement.

- Attend monthly evening Parish Council Meetings and the Annual Parish meeting, producing accurate minutes.
- Update the Parish noticeboards in the village including putting up the agenda for Parish Meetings.
- Support the Parish Clerk in ensuring the smooth running of Parish Council administration and its statutory requirements.
- Support the Parish Clerk with research into local matters of concern, correspondence with residents and partners, event organisation, obtaining quotations, supporting on grant applications and special projects.
- Deputise for the Parish Clerk during periods of annual leave or absence.
- Assist in the annual reconciliation of Village Hall accounts, liaise with the caretaker to understand maintenance issues and booking frequency and bring these to the attention of Councillors.
- Undertake an annual bank reconciliation on Parish Council accounts and check accuracy of annual Parish Council accounts and audit reports.
- Liaise with the Parish Allotment organisation on allotment matters of concern and bring these to the attention of Councillors.
- Liaise with community groups such as Litter Pickers and Speed Watch and bring matters of concern to the attention of Councillors.
- Assist in the updating of the Council's website.
- Maintain social media platforms, as required.
- Compliance with electronic filing systems and data protection.
- To attend training courses or seminars as required by the Council.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

Skills and Experience

Essential:

- Experience in an administrative or office support role. Applications will be considered from first time job entrants or those looking to return to work after a period of absence if sufficient transferable skills are demonstrated.
- Excellent organisational and time management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Ability to prioritise workload and meet deadlines.
- High level of accuracy and attention to detail.
- Professional and community-focused approach.

Desirable:

- Knowledge of document management systems, data protection legislation and local planning matters.

What we offer:

Location: Remote / home working with requirement to attend the Village Hall for a monthly evening meeting or to suit business needs.

Employment Type: Part time (8 hours per week)

Salary: £13.05 / hour (SLCC Scale Point 4), annual rise in accordance with Scale Point 4.

Annual Leave: The leave year runs from 1st April to 31st March. Annual leave pay will be paid at monthly intervals. You will be entitled to annual leave pay equivalent to 36 days pro-rata days, (annual leave and public holiday entitlement) making 58 hours.

Pension: It is anticipated that the role will be out of scope for a pension. If the amount earned does become eligible for an employer's pension contribution, then this will be on the basis of a statutory minimum contribution.

Expenses: Expenses will be covered for initial working from home set up, for example a phone, chair and desk and on-going administrative supplies and travel.

Apply:

Apply by 30th September 2026 5:00pm sending your CV. And a personal statement or covering letter which should be no more than 500 words outlining how you meet the Skills and Experience requirements to **clerk@tidburygreen-pc.gov.uk**

Interviews will be held week commencing 12th October 2026.

Start date to commence on 1st November 2026 or to suit notice period if applicable.

The role is available for those with the right to work in the UK as we cannot offer visa sponsorship.