GREAT CHART WITH SINGLETON PARISH COUNCIL

JOB VACANCY

Administration Assistant

HOURS	SALARY	LOCATION
30 hours per week	NJC SCP 10-12 £14.83-£15.31 per hour	Parish Office Singleton Village Hall
CONTRACT	**WORKING PATTERN**	**REPORTING TO**
Permanent, part-time	Flexible by agreement	Parish Clerk

About the role

This is a varied community-facing role supporting the Parish Clerk and wider council team. You will help keep the council's administration running smoothly, respond to residents, support meetings and events, maintain accurate information across digital and printed channels, and assist with routine finance administration.

What you will bring

- Strong administrative and organisational skills, with the ability to manage changing priorities and meet deadlines.
- A confident, courteous approach when dealing with residents, councillors, contractors and partner organisations.
- Good written English, numeracy and attention to detail.
- Confidence using Microsoft 365, including Outlook, Word, and Excel.
- The ability to update websites and social media, or the aptitude to learn quickly.
- A flexible, practical approach, including occasional evening meetings and weekend community events.

Why join us?

- A varied role where your work has a visible impact on the local community.
- Membership of the Local Government Pension Scheme, subject to eligibility.
- Annual leave and bank holiday entitlement calculated pro rata.
- Relevant training and development to support you in the role.

How to apply

For an application pack and information about the closing date, please contact the Deputy Clerk:

Email: paula.cowperthwaite@greatchartsingleton-pc.gov.uk
Telephone: 07354 472313
Website: www.greatchartsingleton-pc.gov.uk
CLOSING DATE: 9th December 2026
INTERVIEWS: w/c 14th December 2026

Great Chart with Singleton Parish Council welcomes applications from all sections of the community and is committed to fair and inclusive recruitment.