

## **Wingerworth Parish Hall Administrator**

On completion of the remodelling of the Parish Rooms the Parish Council intend to appoint a Parish Room Administrator to ensure the effective running and maintenance of the Parish Rooms and to supply high quality services to the public. The Parish Administrator will also support the Clerk in her duties. The role is based at the Parish Rooms.

### **Salary**

Full time scale (37 hours) £22,500 per annum. Role pro-rata 25 hours per week.  
Hours between Monday to Friday with occasional weekend work. Flexible around certain required duties.  
Exact hours are flexible dependent on certain needs, specific roles and events which must be covered.  
Any added hours will be worked with prior agreement from the Council, paid at the usual hourly salary rate.  
Other benefits – NEST Pension, 20 days Annual holiday excluding bank holidays.

### **Roles and Duties**

The list below outlines the various duties that, in conjunction with the Clerk, are, though not exclusively, the role of the Parish Hall Administrator.

**At all times to carry out duties and responsibilities of the post, in compliance with the Council's Policies and procedures and conforming to all Health and Safety and legislative directives.**

### **Parish Rooms**

- ❖ Front of house and customer care
- ❖ Opening and locking up and supervision of activities (if or when needed in conjunction with Clerk and caretaker)
- ❖ General running of Parish rooms
- ❖ Monitoring the Parish Hall and arranging maintenance within delegated budget
- ❖ Organising bookings and recording payments for use of Parish facilities
- ❖ Management of users
- ❖ Completion of all necessary paperwork related to the facilities and staffing
- ❖ Day to day management and supervision of contractors within Parish Rooms

### **Supporting Clerk**

- ❖ Cover for absence of Clerk
- ❖ Support the clerk to promote the Council's roles and provision, particularly through the effective use of Council website, social media and print
- ❖ General administrative functions such as record keeping, photocopying and filing

### **General**

- ❖ Flexibility
- ❖ Computer, communications, social media and literary skills important
- ❖ Ability to interact well with individuals and groups
- ❖ A knowledge of Wingerworth and its surrounds

Please send your CV and supporting letter detailing experience and qualifications, along with details of two referees, to Charlotte Taylor, Clerk to Wingerworth Parish Council, 42 Hawksley Avenue, Chesterfield S40 4TN or email to [clerk@wingerworthparishcouncil.gov.uk](mailto:clerk@wingerworthparishcouncil.gov.uk)

**Closing date for applications: Friday 5 August 2022 at 5:00pm**

**Interview date: Thursday 11 August 2022**