

# Coxhoe Parish Council Staff Vacancy



## Administration Officer

**Scale Point 5 (£19,312 pro rata, £10.04 per hour)**

**30 hours per week**

**Coxhoe Village Hall, Coxhoe, Durham with the potential for some home working**

Coxhoe Parish Council is a pro-active, forward looking Council representing the villages of Coxhoe and Quarrington Hill. The Council provides excellent facilities and services to the communities they serve and prides itself on engaging with residents and understanding their needs.

We are looking to appoint an Administration Officer to carry out a varied programme of administrative and clerical duties supporting the Parish Clerk with the efficient and effective delivery of Parish Council Services. This may include dealing with enquiries from the general public and maintaining communication with volunteers and service users, assisting with the management of facilities, keeping records, arranging payroll, payments, invoices and assisting with accounts and attending and taking of minutes at Council meetings, as well as assisting with the organisation and delivery of events and arranging publicity and information about Parish Council services.

Applicants should have a good standard of education (5 GCSE's or equivalent), previous experience in administration and/or customer services, excellent written and verbal communication skills together with good working knowledge of IT (e.g. Microsoft office and specialist software packages). There will be a need for a flexible approach to work, including working unsupervised and be able to attend evening meetings when required.

Previous local government experience is desirable but not essential.

**Application forms are available by emailing: [clerk@coxhoeparishcouncil.gov.uk](mailto:clerk@coxhoeparishcouncil.gov.uk).**

**A CV will not be accepted as an application.**

**Closing date for application is Friday 23 July 2021 at midday.**

**Completed application forms should be sent by email to [clerk@coxhoeparishcouncil.gov.uk](mailto:clerk@coxhoeparishcouncil.gov.uk) or by post to us at: Coxhoe Village Hall, Coxhoe, Durham, DH6 4DB.**

If you have any queries about this post, please contact the Parish Clerk on:

Email: [clerk@coxhoeparishcouncil.gov.uk](mailto:clerk@coxhoeparishcouncil.gov.uk).

Telephone number: 07988 283287.

Coxhoe Parish Council is an equal opportunities employer.