

BARRINGTON PARISH COUNCIL

Applications are invited for the post of

Administrator to the Parish Council

Working hours – approximately 12 hours per week

You will be joining the Parish Council at a very interesting time. Currently there are approx. 480 properties in the village and this is being increased by a housing development of 220+ new homes of which 50 are already occupied.

Resulting from the above, the Council is and will be in receipt of substantial S106 funding from the developer in order to improve and add to existing community facilities.

We are looking to appoint an Administrator to work with our Clerk/Responsible Finance Officer (RFO) to help take the Council forward in this exciting and challenging period of change.

You will be well organised, with excellent IT skills, efficient and enthusiastic with good communication skills-written and verbal and have a sense of humour

Your role will include a variety of responsibilities - co-ordinating meetings both internal and external, finalising preparing minutes/notes of these and carrying out action points given to you. There will be occasional evening meetings.

You will be the point of contact for our Suppliers and Contractors and respond to or pass on queries from our residents, Local Authorities and District Councillors.

You will work closely with our Clerk/RFO Chair and Vice Chair to support our routine work and deliver the ambitious 106 programme.

We are a small hardworking group who care passionately about our Village but who also find time to have fun.

Working hours: approximately 12 pw but subject to review after 3 months.

Remuneration: £14:00 per hour

Closing date 15th March 2023

This is a new Role and it will no doubt evolve over time and your input in this will be much appreciated.

If interested, please contact :

Cllr Rosamund Rhodes-Kemp

Chair

Barrington Parish Council

Tel: 07809 168332

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