



Locum Assistant Clerk

12 hours per week plus contributory pension scheme

Starting Date 6th January initially for a 2-3 months period

Salary: £15.83 per hour (scp 26)

An exciting opportunity to join our friendly and dedicated team for an enthusiastic and highly motivated individual.

Reporting to the Acting Executive Officer you will work a total of 12 hours per week on a flexible basis including some evening work.

Your responsibilities will include:

- servicing committee meetings (Monday evenings) as delegated by the Acting Executive Officer
- providing administrative support to the Council and officer team
- management and co-ordination of Council led projects and initiatives

We would like to hear from you if you:

- completed or are studying towards the CILCA qualification
- have excellent organisation and planning skills with the ability to work to deadlines
- are a confident verbal and written communicator with exceptional interpersonal skills
- proficient in the use of Microsoft word, excel and outlook
- enjoy working on your own initiative and as part of a team

For an informal chat about this role please call Jason or Karen on 01943 466335.

To apply

Please forward your cv with a covering letter to admin@otleytowncouncil.gov.uk . Closing Date for applications is 16th December 2020.

We look forward to hearing from you.