



The Sambrook Centre, Grange Avenue, Stirchley, Telford, TF3 1FL
Tel: 01952 567140 Email: admin@sbpc.org.uk

ASSISTANT TO THE CLERK/ADMINISTRATOR

37 hours per week

Salary: SCP 14-17 (dependent on experience and qualifications)

Stirchley and Brookside Parish Council seeks to appoint an Assistant to the Clerk. This is an opportunity for someone to work within a friendly, high performing, committed and flexible team. Responsibilities include supporting the Clerk in the administration of the Parish Office and a range of financial activities, ensuring sound financial management and governance.

The role incorporates working with the team overseeing the running of The Sambrook (Community) Centre incorporating Stirchley Community Library, Youth Services, Community Events, Gardening Scheme, Allotments, Play Areas and Environmental Services.

The package includes contributory pension scheme, salary qualification increments, good holiday entitlement and flexible working.

You will ideally have working knowledge and experience of Local Government. You will be able to maintain positive working relationships with work colleagues, members of the community and partner organisations across the public, private and voluntary sectors. You will also be:

- organised
- a people person
- community minded
- good communicator at all levels
- at home with financial accounting and analysis

A progress plan will be provided to enable the successful applicant to develop the role to deputise for the Clerk. An application form and recruitment pack can be downloaded from the Council's website or are available from the Council's offices at The Sambrook Centre, Grange Avenue, Stirchley, Telford, TF3 1FL.

Closing Date: 26th April 2024