

Essex Association of Local Councils¹

Office and Training Administrator

Up to 30 hours per week

Hours to be agreed, with a minimum of 1 afternoon per week

Salary

£16,191 pro rata to the hours including membership of the Local Government Pension Scheme

Maternity Cover

Initially for 26 weeks, with the possibility for a period of an additional 26 weeks.

The Training and Office Administrator will be part of a small team, working to serve the Membership needs of the EALC. This position will support key roles providing support to the County Training Officer, the Parish Council Development Officer and the Chief Executive Officer.

Responsibilities

- To provide high quality, efficient and effective administrative support, checking own work to maintain standards
- To actively share knowledge and good practice with colleagues and highlighting more efficient ways of doing tasks
- To support the administration of the EALC Chief Executive, the training programme, the Transparency funding and the Local Council Award Scheme.

The successful candidate will:

- Have a good standard of IT Skills, including Microsoft Office.
- Hold exceptional communication skills both verbally and written.
- Be flexible in the workplace, including attending events as required
- Hold excellent organisational skills, and can demonstrate co-ordinating work as part of a team.

Closing date for applications 11th April 2017

Skills Test 18th April 2017

Interview Date 28th April 2017

Please email the EALC for an application form at info@ealc.gov.uk

CV's will not be accepted

This advert is issued by the EALC, 42 B High Street Great Dunmow Essex CM6 1AH

¹ EALC