



JOB VACANCY FOR ADMINISTRATIVE ASSISTANT

Bingley Town Council is looking to complete its office team by recruiting an Administrative Assistant for up to 20 hours per week.

The role of the Administrative Assistant will primarily be:

- To respond to general enquiries from, and provide a customer service to, members of the public.
- To monitor the Council's general email address.
- To monitor the Town Council's social media accounts, and to publicise the work of the Council.
- To update and maintain the Town Council's website.
- To monitor the Town Council grant scheme.
- Filing and archiving in the Council's office.
- To provide administrative support to the Town Clerk and Deputy Clerk.
- To assist with the organisation and coordination of functions or events.

We will also include other tasks as required to ensure the smooth running of the Town Council. The job is varied, with no two days being the same.

The successful applicant will have good communication and literacy skills, as well as an intermediate IT skill set, and will need to be organised, flexible and able to show initiative.

Training will be provided to the post-holder, with opportunities for continuing their professional development in multiple areas.

This is a part-time role: up to 20 hours per week, and will be paid in accordance with Local Government NJC LC1 (approximately £20,000 per year, pro rata).

For an application form and additional information (including the job description and person specification), please contact the Town Clerk, Eve Haskins, at Bingley Town Council, The Hub, Myrtle Place, Bingley, BD16 2LF, or by e-mail to townclerk@bingleytowncouncil.gov.uk. For informal enquiries regarding the role, please contact the Town Clerk on 07526 222679.

Deadline for receipt of applications: 12 noon on Friday 10th June 2022

Interviews to take place: Thursday 16th June 2022