

# BARTON-UPON-HUMBER TOWN COUNCIL



## PART TIME - ADMINISTRATION ASSISTANT

Barton-upon-Humber Town Council invites applications for the position of Part Time - Administration Assistant. Duties will include town council administration, finance, support with the organisation of civic and events of the town council, support with social media management and any other such duties as directed by the Town Clerk/RFO appropriate to the role.

The post is based at the Town Council Office within The Assembly Rooms, Queen Street, Barton-upon-Humber.

The post is a part time position of 15 hours per week, 10.00-13:00. It is subject to a six-month probationary period and the successful applicant will ideally be willing to work towards the Introductory Certificate in Local Council Administration (ILCA). The salary is currently linked to SCP 5 £12.21 per hour to SCP 7 (pay award pending), plus employer's Local Government pension contributions.

Candidates must be able to demonstrate relevant experience to this post.

Please contact the town council via email [info@bartonuponhumbertowncouncil.gov.uk](mailto:info@bartonuponhumbertowncouncil.gov.uk) telephone 01652 633598 or The Council Office, The Assembly Rooms, Queen Street, Barton-upon-Humber, DN18 5QP, to obtain an application form and supporting documentation.

Closing date for applications is 12 noon, 15 February 2024

Interviews to be held on the morning of 21<sup>st</sup> February 2024