VACANCY

ODIHAM PARISH COUNCIL
(part-time 25 hours per week)
ADMINISTRATION OFFICER/DEPUTY PARISH CLERK

Do you want to join our award-winning team?

Odiham Parish Council is seeking an experienced, hands-on, and caring administrator to be a part of the small Parish Office team.

Based at the Parish Office, adjacent to Mayhill Junior School, in the beautiful, historic village of Odiham, this 25 hours per week post can be worked across Monday to Friday, subject to agreement, making this a family friendly role. There will be an expectation for the post holder to attend some evening meetings which are generally held on a Tuesday evening, an average of 4-6 times a year.

We are a forward-thinking Council which proactively works for the community it serves and is not afraid to explore new opportunities and tackle challenges arising locally and nationally, including changes in the sector. These strengths have been recognised and we are proud to have received multiple sector awards.

We are seeking applicants with strong administration and IT skills who are comfortable working in a customer facing role. This role will also include managing cemetery enquiries and bookings which requires a compassionate and professional manner.

Training will be provided to ensure the right candidate can fulfil this role and there is an opportunity to train towards becoming a Deputy Clerk for the right person. If you are already working in the sector and ready to become Deputy Clerk now, please get in touch.

This position offers an hourly rate of £16-£20, depending on experience, and benefits from the Local Government Pension Scheme.

To apply for this position please complete the application form and send to clerk@odihamparishcouncil.gov.uk.

The closing date for applications is midnight on Sunday 15th November and interviews are scheduled Monday 23rd November.