

RIPLEY TOWN COUNCIL

JOB VACANCY

ADMINISTRATION ASSISTANT

Salary: LC1 (13-17) 20 hours per week,

**Office based at Ripley Town Council, 6 Grosvenor Road, Ripley, DE5 3JF.
Pension and Annual Leave entitlement.**

About the Council: Ripley township is in the heart of Amber Valley, has around 15,000 homes and 21,000 residents. Ripley Town Council has 21 Councillors and two members of staff based in the Town Council office on Grosvenor Road, who work together to make Ripley a safe and welcoming place to live and visit.

Main purpose of the Job: You will be part of a small team working together in the office, you will greet members of the public visiting the office and help with their enquiries, also receiving and directing telephone calls. Your main duties will be:

- to manage the diary for Greenwich Community Centre bookings
- to issue and receive booking forms
- to receive and record payments for regular and event bookings
- to liaise with the Caretaker to arrange access arrangements for hirers
- liaise with the Caretaker to ensure cleaning time is scheduled between bookings
- Lastly, you will provide cover for the Town Clerk and Deputy Clerk for absence and during very busy times.

You will also offer administrative support to the Town Clerk and the Deputy Clerk and attend Ripley Town Council events (which may be outside normal working hours).

Requirements: You must be an excellent communicator, both written and verbal with a positive attitude. You will be competent in the use of Microsoft Office Word, Excel and Outlook Emails/Calendar. You will also need to be competent in updating the Town Council's social media and website.

Hours: This is a part time role of 20 hours per week, worked flexibly to suit the successful candidate and the needs of the team.

Salary: LC1 (13-17) starting at £11.97 per hour, 20 hours per week. (£12,449) per annum. Subject to 2022 pay review. You will be eligible to join the Pension Scheme and receive a generous annual leave entitlement.

Base: The post is based in the Town Council Office on Grosvenor Road, Ripley, but tasks may necessitate occasional travel to Greenwich Community Centre on Nottingham Road, Ripley.

Closing Date: Midday, Monday 15th August 2022.

Should you wish to discuss this role further contact the Town Clerk by emailing townclerk@ripleytowncouncil.gov.uk

Apply online or download an Application Pack at www.ripleytowncouncil.gov.uk

Ripley Town Council was voted Derbyshire Council of the Year in 2018 and 2020 and Highly Recommended Council of the Year in 2019.

We are a Quality Town Council. We are an Equal Opportunities Council.