



## HASLINGFIELD PARISH COUNCIL

### JOB VACANCY

### ADMINISTRATOR TO THE BADCOCK RECREATION GROUND TRUST

The Parish Council is looking for someone to support the Trust that runs the Village Hall for approximately 6 hours a week. The appointee will report to the Parish Clerk.

The ideal candidate would have a good working knowledge of Microsoft Word and Excel, be a good administrator and have sound communication skills.

You will be required to work an average of six hours per week, mostly working from home and be available to attend occasional evening meetings to take the minutes. Full training will be given.

The rate of pay is based on NALC's Salary Scale 19 at £14.48 per hour.

The key duties are:

- To administer the general running of the hall
- To take minutes at quarterly Trust meetings
- To keep financial records up to date Trust
- To provide access to the Hall where required for contractors and deliveries
- To oversee the cleanliness of the village hall and deal with running repairs and maintenance
- To identify significant maintenance and improvements needed
- To manage the security of the hall
- To be a member of and report to the Badcock Recreation Ground Trust at its meetings.

If you are interested in applying or would like to know more details about the role please contact Lise Jackson, Parish Clerk at [clerk@haslingfieldparishcouncil.gov.uk](mailto:clerk@haslingfieldparishcouncil.gov.uk) or 01223 870269.

Closing date: 8 September 2023