

## Steyning Parish Council is looking for a Deputy Clerk & Community Centre Operations Manager to join their team.

### DETAILS

**Job title:** Deputy Clerk & Community Centre Operations Manager

**Organisation:** Steyning Parish Council

**Salary:** £33,024 - £36,648 SCP 24 – 28, based upon qualifications and experience.

**Application deadline:** 29<sup>th</sup> April 2024

Interviews will be held during the week of 6<sup>th</sup> May 2024

**County:** West Sussex

**Email address:** [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)

**Phone number:** 01903 812042

### SUMMARY

37 hours a week – £33,024 - £36,648 (SCP 24 – 28). We are looking for a highly motivated and forward-thinking individual with a 'can do' attitude, who can demonstrate strong administrative experience, sound operational knowhow and financial management in a similar setting. Effective leadership skills would be essential but experience not absolutely necessary.

You will be key to the effective operation of the council, both in terms of helping to manage the main aspect of its operations – the Community Centre, as well as being able to draft agendas, minutes, and providing impartial and professional advice and delivering all administrative support for the Council based activities (Key training opportunities to be provided). You will assist in managing the finances of the council, progressing contracts and services, monitoring expenditure, income and receipts, and organising salary payments and pensions etc.

Applicants will need to have a positive attitude and be able to communicate effectively at all levels. The ability to inspire, motivate and develop excellent working relationships with both staff, councillors and residents is essential. You will ideally have some experience in a similar role, but more importantly perhaps is a sense of what it might mean to provide a positive and effective contribution to our local community, in this key position.

This post is based at the Community Centre and applicants will need to be available for evening meetings and some out of hours duties when events are taking place.

If you feel this could be the role for you please contact: John Fullbrook on 01903 812042 for an informal chat or email [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk) for the job description, person specification and application form.