



Skipton Town Council

VACANCY

ADMINISTRATIVE and ALLOTMENTS OFFICER

£17,842 - £19,312 PRO RATA (NJC SCP 1-5)

Skipton Town Council has a vacancy for a permanent, part-time Administrative and Allotments Officer to work as part of a small, friendly team which serves the community of Skipton. We are seeking someone with general administrative experience and good communication skills, both verbal and written.

The role will involve interacting with members of the public and will include a variety of administrative tasks, as well as reception duties. Applicants will have experience of the use of Microsoft Word and Excel and, ideally, have experience of website management.

The role is offered part-time, 15 hours per week, to be worked over three days with occasional flexibility, Lone working is occasionally required.

For further information and an application pack please contact Clerk to the Council, Skipton Town Hall, High Street, Skipton, BD23 1FD. Tel: 01756 700553 or email admin@skiptontowncouncil.gov.uk

Closing date for applications: Noon Friday 9th April 2021
Interviews to be held circa week of the 12th April