



Vacancy: Warsop Parish Council - Administrative Assistant (ref - WPC25-03)

Job Title – Administrative Assistant Permanent 8 hrs per week usually Monday and Wednesday 09:00 – 13:00.

Location – The Parish Council Office, Lifespring Church and Centre, (Warsop Town Hall), Church St, Warsop - Office Based

Salary - NJC LC1 SCP 5-6 - £13:26 - £13:47 per hour, depending on qualifications and experience. Enrolment in the Local Government Pension Scheme is possible.

Application Closing Date – midnight 3rd November 2025.

Interviews to be held week commencing 10th November 2025

About Warsop Parish Council and its staff

Warsop Parish Council is seeking an Administrative Assistant to join its fun, friendly and fast-paced team. You will be based at Lifespring (old Town Hall), where a range of daily activities and services are open to the public. The Parish Council has 12 Councillors and employs the Parish Clerk/RFO and Events & Liaison Coordinator. The Parish Council is very proud to fund a Citizens Advice Bureau (CAB) which runs from an office within the Town Hall every Wednesday as a drop-in surgery from 9am – It organises and supports various events in the community and manages the High Street Car Park, public toilets on the high street and grounds maintenance at St Peter & St Pauls' Church. Warsop Parish Council is a friendly, but ambitious Council that wants to be at the forefront of delivering the best possible outcomes for the community. This aim is matched by its ambitions to become a modern employer. All staff members work on a part-time basis. Working well together as a cohesive team is one of the cornerstones of how the Parish Council will realise its ambitions.

About the role and requirements

We are looking for an Administrative Assistant to join our team, working 4 hours per day, Monday and Wednesday from 9:00am to 1:00pm, based in the Parish Council Office. You will be responsible for providing general administrative support such as answering phone calls, attending to emails, posting social media on behalf of the Parish Council and keeping the website topical. You will also be interacting with visitors to the Parish Council office. The role includes undertaking routine financial processes such as raising purchase orders, invoicing and recording receipt of payments, as well as helping with events and other general administrative duties as directed by your line manager, the Parish Clerk.

You will have accurate literacy, numeracy and administrative skills and the ability to analyse information to solve general queries. Excellent communication skills are essential. You'll need to be able to work on your own initiative and be effective working both independently and as part of a team. You will need to be PC literate and have good keyboard skills. The ability to plan and organise are important and you should be used to working under pressure to meet deadlines. You must be a good listener and be confident and empathetic in dealing with the public.

How to Apply

Application form, job description and person specification are available by emailing clerk@warsop-pc.gov.uk. They are also available on the website. Only applications on the Parish Council application form will be considered.

For an informal chat, please contact: Jade Wilson, Clerk to the Parish Council

Tel 01623 846011 on Monday, Tuesday or Thursday between 09:00 and 13:00.