



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

JOB OPPORTUNITY

ASSISTANT EXECUTIVE OFFICER / DEPUTY EXECUTIVE OFFICER

£28,000 - £38,000 per annum

Part-Time and Full-Time Applications Considered

Position: Assistant Executive Officer / Deputy Executive Officer

Salary: £28,000 to £38,000 per annum (FTE / pro rata part-time)

Pension: NEST Pension Scheme

Hours: 29.5 – 37 hours per week (Part-Time and Full-Time considered)

Location: Beeson House, 26 Lintot Square, Southwater, W. Sussex RH13 9LA

Responsible to: Executive Officer and Responsible Finance Officer

Responsible for: Litter Wardens/Play Area Inspectors (a Deputy Executive Officer responsibility)

Annual Leave: Starts from 24 days per annum (pro rata) plus bank holidays

Closing Date for Applications: 31st August 2024

About Us

Southwater Parish Council is dedicated to serving our vibrant and growing community. We are committed to delivering high-quality services and projects that enhance the lives of our residents. We are now looking to expand our team with the addition of an Assistant Executive Officer, with the potential to progress to the role of Deputy Executive Officer for candidates who meet the job specifications.

Role Overview

We are recruiting for the new position of Assistant Executive Officer, presenting an exciting opportunity for those eager to progress a career in business administration and local government. This role offers a stimulating environment with a variety of duties and responsibilities. Exceptional candidates who hold a CiLCA qualification and have relevant experience may be considered for the Deputy Executive Officer position. The salary range for these roles is £28,000 to £38,000, depending on experience and qualifications.

Key Responsibilities

For Assistant Executive Officer:

- Support the Executive Officer in delivering the Council's objectives and Business Plan projects.
- Prepare agendas and reports, manage meetings, and take accurate minutes.
- Administer the Council's website and social media content.
- Handle correspondence and general enquiries from the public.
- Assist in organising community events and managing Council assets.
- Ensure compliance with statutory requirements and assist in financial matters.

Additional Responsibilities for Deputy Executive Officer:

- Proactively manage and review Council projects and objectives.
- Oversee Council and Committee meetings, ensure compliance with statutory requirements, and assist with meeting audit requirements.
- Supervise Litter Wardens, conducting annual appraisals.
- Engage, nurture and manage volunteers to meet Council needs.
- Assist in financial matters, including budget preparation, grant applications, and year-end processes.
- Ensure compliance with employment legislation and Health & Safety policies.

Qualifications and Skills

For Both Roles:

- Enthusiastic and dynamic team player with a strong desire to learn.
- Exceptional communication, writing and customer service skills.
- Excellent IT skills, including experience with WIX (website content management), Canva (graphic design), Meta Business Suite (social media management), and Microsoft 365.
- Degree level education preferred but not essential.

Additional for Deputy Executive Officer:

- Extensive experience in local government or a similar role.
- CiLCA qualification or willingness to achieve it within 12 months.
- Strong leadership, communication, and organisational skills.
- Ability to manage multiple projects and deadlines effectively.

General Information

The post holders will be contracted to work 29.5 – 37 hours per week, in accordance with office hours of Monday to Thursday (8:30 am to 4:30 pm) and Friday (8:30 am to 4:00 pm), including occasional evening meetings (Wednesdays). Open to discussing which days/hours the applicant is available to work.

Southwater Parish Council supports its employees by encouraging their professional development and offering 24 days' annual leave plus bank holidays.

To apply, please complete the Parish Council Application Form (**exported as PDF**).

CVs will not be accepted.

If successful at the initial application stage, applicants will be asked to complete a task to demonstrate their writing skills, attention to detail, creativity, and IT abilities as part of the interview process.

How to Apply

Please email completed application forms (as PDF file) with the subject heading of:

SPC APPLICATION – [INSERT FULL NAME]

Sent to the Executive Officer, Justin Tyler, at justin.tyler@southwater-pc.gov.uk

For more information and to access the Job Description, Job Specification and Application Form, visit the Southwater Parish Council website.

Southwater Parish Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.