



## **SOUTHWATER PARISH COUNCIL**

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

# **JOB OPPORTUNITY**

## **ASSISTANT EXECUTIVE OFFICER**

**Starting Salary - £27,000 per annum**

**37 hours per week – Full Time**

**Applications for part-time hours (for a minimum of 30 hours per week) will be considered.**

We are recruiting for the new position of Assistant Executive Officer which presents those eager to progress a career in business administration and local government with an exciting opportunity. It's a stimulating role with plenty of scope to get creative and would suit an individual looking for a wide variety of duties and responsibilities. Please see the Job Description for more information.

We are looking for an enthusiastic and dynamic team player with a strong desire and willingness to learn, exceptional communication and customer service skills combined with excellent IT skills including knowledge and experience with website content management (WIX), graphic design skills (Canva), social media management (Meta Business Suite) and Microsoft 365. A degree level standard of education is preferred for this position but not essential. Please see the Job Specification for more details on requirements.

The post holder will be contracted to work 37 hours per week, Monday to Thursday (8:30am to 4:30pm) and Friday (8:30am to 4:00pm) including occasional evening meetings (Wednesdays).

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

**To apply, please complete a Parish Council Application form (exported as PDF)**

If successful at the initial application stage, you will be asked to complete a task to demonstrate your creativity and IT abilities prior to invitation for an interview.

The **Closing date for applications is Monday, 23<sup>rd</sup> October 2023**. Please email completed application forms (as PDF) for the attention of the Executive Officer, Justin Tyler – [justin.tyler@southwater-pc.gov.uk](mailto:justin.tyler@southwater-pc.gov.uk)

*See the Southwater Parish Council website for electronic files of the Advert, Application Form, Specification and Description.*