



SOUTHWATER PARISH COUNCIL

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

JOB OPPORTUNITY

ASSISTANT OFFICER

Starting Salary - £23,541 per annum – 37 hours per week – Full Time

Southwater Parish Council is one of the largest local councils within the Horsham District by parish population. It is essential that the highest standards of service delivery, health and safety, and interpersonal relations are achieved. The Assistant Officer will report to the Executive Officers, please see the attached Job description for the list of duties.

Candidates should have excellent IT skills including knowledge of website content management, Microsoft 365 (Word/Excel/Outlook/Publisher), graphic design skills and social media management. It is preferable for candidates to have some knowledge or experience of local government, but this is not essential as training in this aspect will be provided.

The desire and willingness to learn is an essential quality. You should be an excellent communicator, able to engage with customers and staff; interested in continuing to enhance your professional development by obtaining additional skills and qualifications where required. A degree level standard of education is preferred for this position but not essential.

The post holder will be contracted to work 37 hours per week, including some evening meetings where necessary and be flexible to the needs of the Parish Council.

1. **Please apply using Parish Council Application forms attached.**
2. **Please also write and create a visually striking newsletter** advertising the Parish Council and promoting some recent events. You may use real information, events and create fictional news to develop your newsletter content. We want to see creativity, crisp design, and a demonstration of great IT skills. Please enclose as a PDF (or JPEG).

Any successful interviewees will be required to undertake a presentation at interview stage.

The **Closing date for applications is Wednesday 30th June 2021**. Please email these for the attention of the Executive Officers - enquiry@southwater-pc.gov.uk