



**LISS PARISH COUNCIL  
REQUIRE A PART TIME  
ADMINISTRATIVE OFFICER FOR THE PARISH OFFICE**

**Mondays, Wednesdays & Thursdays, 9.30am to 2.30pm (15 hours a week)**

We are looking for a front-of-office customer focused individual to join a small but busy team at Liss Parish Council. The postholder will play a key role in ensuring the smooth functioning of the Parish Office and in supporting the Parish Clerk/Assistant Clerk.

The post will be for 15 hours based around office opening hours which are 10am to 2pm on a Monday, Wednesday and Thursday. The post holder will be responsible for managing bookings for the Liss Pavilion and Village Hall on the new booking system, including invoicing and liaising with caretakers. Responsibilities will also include administering the allotment rentals, updating social media and responding to public enquiries, helping to prepare meeting packs and other ad hoc tasks to support the team.

The postholder will need to be able to work on their own initiative whilst being a team player. They will possess strong customer service and communication skills, be highly organised, flexible and efficient and be confident with IT and social media. Although principally an admin role there will be scope for the postholder to develop within the team.

Duties may include the occasional evening meeting but time off in lieu would be given.

This salary for the role is £25,183 (pro-rata) and includes the Local Government Pension scheme.

To discuss the role further please contact Sarah Smith, Clerk, or Rebecca Lawrence, Assistant Clerk on 01730 892823.

To apply please download and complete the application form (available from the Clerk/Assistant Clerk or via this link: [News & Events - Liss Parish Council](#)) and send to the Clerk ([clerk-smith@lissparishcouncil.gov.uk](mailto:clerk-smith@lissparishcouncil.gov.uk)).

**Closing date: Sunday 2<sup>nd</sup> March 2025.**

**Interviews to take place w/c 3<sup>rd</sup> March 2025.**

[www.lissparishcouncil.gov.uk](http://www.lissparishcouncil.gov.uk)



IN COLLABORATION WITH SLCC, N.A.C., O.V.N. COUNTY ASSOCIATIONS