

JOB VACANCY - ADMINISTRATOR

We are recruiting for a permanent, part time **Administrator** in Cringleford.

You will be part of a small and friendly ten-person team, assisting with the bookings and administration for the Pavilion, The Willow Centre and sports fields in Cringleford, as well as the new Jubilee Centre, which will open October 2024. You will work across all buildings, and act as “front of house” to our hirers, so will be office-based. Own transport will be required to move between buildings. This is a brand-new role and so you will have the opportunity to shape it from the start.

We are a busy office and so you will need a friendly, calm and confident manner to manage the needs of our hirers, sports groups, parishioners and Parish Councillors.

We would like the new post holder to start work early August. This will allow time to learn the role, put systems in place for the new building, and assist with other projects before The Jubilee Centre opens for bookings.

This is a part time position of 21 hours a week. Ideally this will be 8am – 3.30pm Tuesday – Thursday with a 30 minute lunch break, but we would also consider a four day week, comprising four mornings. There is flexibility with the hours as long as the needs of the buildings are met. Occasional evenings are required to attend meetings, usually two Wednesdays per year.

What we can offer:

- Free on-site parking
- Generous annual leave allowance
- Membership of the Local Government Pension Scheme
- Funded winter flu inoculation, if requested
- All training required, including mandatory first aid and manual handling training

To discuss the vacancy in more detail please contact the Parish Clerk, Sonya Blythe, on 01603 250198 / clerk@cringlefordpc.org.uk, To apply please send a CV, with a covering letter detailing how you meet the person specification and any other relevant information pertaining to the job description to clerk@cringlefordpc.org.uk. The person specification and job description can be found below.

Closing date: 5pm Friday 21st June

Interview date: Friday 5th July

About us:

Cringleford is situated 3 miles south west of Norwich and is close to the University of East Anglia, the Norfolk & Norwich University Hospital and Norwich Research Park and within easy reach of the A11, A47 and A140. It is a growing parish, which currently has three large new developments being built and as part of this the Parish Council is building a new sports hall which should open late-summer 2024. Currently the Parish Council own two buildings, two recreation fields, open

spaces, a village green, an outdoor gym and five playgrounds and over the next two years will be adopting allotments, additional football pitches, more playgrounds, open spaces and an orchard. We have eleven Parish Councillors and ten members of staff, which will increase to 12-13 employees over the next two years. The Willow Centre and The Jubilee Centre offices are in modern, custom built buildings with free car-parking right outside the door. The closest bus stop is the bus interchange on Roundhouse Way, Cringleford, which offers excellent links and is less than a ten minute walk from both buildings.

This is a, exciting time to join a growing Council and make yourself an essential part of the team.