



**SHAW & CROMPTON PARISH COUNCIL**

## **VACANCY**

### **Administration Officer**

The position is to provide flexible support to the Clerk/RFO with the day-to-day running of the Council Offices. The role is also to ensure Council administration is facilitated in a timely manner and will also include some community-based development activities and assist with the transition from Parish Council to Town Council. This is a community-facing role which will require positive interaction with residents and community stakeholders.

16 hours per week (4 hours 4 days). Flexible working. Competitive salary

**Applications in writing with CV and covering letter FAO Mr Tony Hilton, Clerk/RFO, Shaw & Crompton Parish Council. Applications to be received no later than Friday 27<sup>th</sup> October.**

For more information, contact Tony Hilton during office hours as detailed below

**Council Offices : 1 Kershaw Street East, Shaw, Oldham OL2 8AB**

**Tel: 01706 847590 | Mobile : 07436 229083**

**email : [clerk.shawcrompc@btconnect.com](mailto:clerk.shawcrompc@btconnect.com)**

**Office hours : Monday/Tuesday 8:30am – 5:30pm | Wednesday 8:30am – 5:00pm**