

# Waterbeach Parish Council



## VACANCY

### ADMIN ASSISTANT

Waterbeach Parish Council are looking for an **Admin Assistant** to join our dynamic team. If you are from an administrative background, and looking for a new role, then this may just be the position for you!

Waterbeach is a rather large village located between Cambridge and Ely. Our offices are based on the recreation ground where secure parking is provided at no cost. This role is part time (15 hours per week) working hours / days are flexible and will be agreed during the interview process.

Reporting directly to the Clerk, you will be responsible for all administrative aspects of the Council, including preparing agenda's taking, distributing and actioning minutes and assisting the Clerk with all other office duties.

A good understanding of Office Applications, including Word, Excel, and Outlook is essential, whilst an understanding of local government is desirable. Training will be given where necessary, to the right candidate so a willingness to learn is essential.

The role is primarily based in our office in Waterbeach, some evening meetings will be necessary, as on occasions you will be asked to minute meetings, this will be arranged in advance, and takes place with in Waterbeach and sometimes on Zoom.

Salary will be discussed with applicants and is calculated on a pro rata basis and is dependent on experience. There is also a contributory pension scheme provided through NEST.

To apply please address a covering letter to the Clerk, explaining why you are interested in this role, highlighting the skills you will bring to this post. You should also outline any relevant experience and qualifications and include the names and contact details of 2 referees, at least one of whom must be known to you in a work capacity.

#### To apply:

Belinda Westwood

Email:

Telephone:

By Hand:

Clerk to Waterbeach Parish Council  
[council@waterbeach.org.uk](mailto:council@waterbeach.org.uk)

01223 441 338

The Old Pavilion, Recreation Ground, Cambridge Road,  
CB25 9NJ