

Blackwell Parish Council

Part-Time Administration Assistant

15 hours per week - Scale 7 to 9 (£14.14 to £14.59 per hour) dependent on experience

Main Purpose of the Post

The post holder will be and help with procurement and projects by undertaking associated administrative tasks (research options, writing specifications, looking for funding options and helping put together funding bids etc.), maintain lines of communication (website, social media, and newsletter etc.), and provide administrative support to the Clerk and Assistant to the Clerk.

Knowledge of Microsoft Office is essential.

Please note that all applicants will be asked to complete an application form.

Application forms can be found on the website: www.blackwellpc.org.uk

Alternatively, you can apply for an application pack to:

Email: admin@blackwellpc.org.uk

Clerk to Blackwell Parish Council
Hilcote Community Centre
544 New Street
Hilcote
ALFRETON
Derbyshire
DE55 5HU

01773 580002

CLOSING DATE: Monday 2nd November 2026 at 12noon

INTERVIEWS: to be held w/c Monday 9th November 2026