



Jane Austin

Executive Officer - Moulton Parish Council

Moulton Parish Council
Parish Office, Village Hall, Pound Lane,
Moulton, Northants, NN3 7SD
t: 01604 492318
e: clerk@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Administrator

Moulton Parish Council

Working Hours: 25 hours per week (usually Monday – Friday, 9.00am – 2.00pm)

Salary: SCP 16 - 21 (£17,169 - £19,939) pro rata

Starting-point to be determined subject to experience

Working mainly from home until March 2017 then based in the new Community Centre

Moulton Parish Council is one of the largest and busiest parish councils in Daventry District. Planning permissions have been granted for 5,200 homes to be built in Moulton and Overstone over the next ten to fifteen years.

As well as managing Overstone parish, we handle the demands of our ever growing population. In addition to this workload, Moulton Parish Council are in the midst of a very exciting £2.5m Community Centre Building Project, scheduled for completion in February 2017. The Centre will house a new library, playgroup and café as well as several rooms for hire and the Parish Offices. The Community Centre is the first of three buildings to be built on the site of our new Community Hub. A 10 GP Health and Wellbeing Centre and Physiotherapist Clinic buildings are to follow.

Applications are invited for the post of Administrator, who will play a key role in the day to day running of the parishes. (See attached job description)

The successful candidate will need to demonstrate excellent organisational and communication skills as well as an ability to work efficiently and accurately.

As the population increases, and particularly, once the Community Centre is up and running it is envisaged that several other roles will be created within the current Administration Team so there will be an opportunity to widen your employment experience or increase your working hours should you wish.

For further details or to request an Application Pack, please contact Jane Austin, Executive Officer, Moulton Parish Council by email. clerk@moultonparishcouncil.org.uk

Closing Date: Friday 17th June 2016