



# WORTH PARISH COUNCIL

## VACANCY FOR A COMMUNICATIONS & IT ADMINISTRATOR

**Salary - £12.42 per hour – Part Time 16 hours per week**

Covering the villages of Cophorne and Crawley Down, Worth Parish Council is the largest parish in Mid Sussex District.

The purpose of this role is to enhance the work of the Council by promoting its profile in the community and by updating and improving its IT systems to provide more effective support.

Candidates should have excellent IT skills including knowledge of website content management, Microsoft Office 365, such as Word, Excel, Outlook, Publisher and SharePoint, social media management and other communication materials. It is preferable for candidates to have some knowledge or experience of local government, but this is not essential as training in this aspect will be provided.

You should be an excellent communicator, able to engage with residents, Councillors and staff.

This is a part time role, with some flexibility outside core hours. It is based in the Parish Office in Cophorne, but there is the opportunity to work from home on occasion.

If invited for interview, candidates will be asked to suggest ideas for a social media strategy. In addition, they may be asked to provide evidence of IT capability through a skill evaluation test.

For an application form and full job description please contact the Clerk Jennifer Nagy via email at [enquiries@worth-pc.gov.uk](mailto:enquiries@worth-pc.gov.uk).

**Closing date for applications: 19<sup>th</sup> April 2024**