



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Person Specification

Job Role - Holybrook Parish Council Office Support

- Experience of using social media platforms
- Experience of using Office 365 packages, particularly Word and Excel
- Be able to work a minimum of 12-hours per week with the flexibility to work up to 15-hours per week if necessary
- In the absence of other staff members, be available to cover evening meetings (this will be within the standard working hours. The Council has an annual meeting schedule): https://www.holybrook-pc.gov.uk/Full_Council_25974.aspx.
- Have the ability to travel to the parish assets (i.e. playgrounds and noticeboards)
- Strong communication skills (written and verbal)
- Be able to work as part of a small team and individually
- Be friendly with a 'can do' attitude and a willingness to take on a variety of tasks
- Appreciation of community needs and relationships within a parish
- Knowledge of the function and purpose of a Parish Council
- Typing skills preferable
- Knowledge or experience of Publisher and Canva would be advantageous