



**GLEN PARVA PARISH COUNCIL**  
**VACANCY**  
**ADMINISTRATIVE OFFICER (PART TIME)**  
**Salary NJC SCP 13 £23,023 (pro-rata)**

Glen Parva Parish Council is looking to appoint an Administrative Officer for 20 hours per week (exact hours of work by arrangement but to include working Fridays)

You will be based in the Parish Office at Glen Parva Memorial Hall, Dorothy Avenue and provide support for the Parish Council Manager.

A flexible and positive approach is required, together with being competent in literacy and numeracy and have relevant and appropriate experience and general office skills as well as use of finance packages, IT systems and social media platforms.

Further details and an application pack are available from the Parish Council Manager, Glen Parva Parish Council, Glen Parva War Memorial Hall, Dorothy Avenue, Glen Parva, Leicester LE2 9JD

Tel 0116 2771450

Email: [manager@glenparvaparishcouncil.org.uk](mailto:manager@glenparvaparishcouncil.org.uk)

Website [www.glenparvaparishcouncil.org.uk](http://www.glenparvaparishcouncil.org.uk)

**CLOSING DATE                      20 APRIL 2022**

**Glen Parva Parish Council is an Equal Opportunities Employer**