|  |
| --- |
| **HOOK PARISH COUNCIL****Vacancy for an****Administrative Officer****16 hours per week** **Pay scale LC1–2 SCP 23 – 27 (£21,057 – £23,935) pro rata (depending on experience and qualifications)**Hook Parish Council is looking to appoint an Administrative Officer with **particular responsibility for processing the Council’s responses to planning applications within Hook.** **This important role involves attendance at regular evening meetings and occasional weekend working. The successful candidate will be an integral part of a friendly team, including other Officers and Councillors, in a modern office within the Community Centre.** Applicants should have good skills in IT, communications and office administration. The ability to work unsupervised and meet deadlines is essential. Working knowledge of the Town and Country Planning process will be an advantage. **If you are interested in this vacancy, please request further information from the Parish Clerk at** **clerk@hook.gov.uk****. Closing date for receipt of CVs: Friday 16th September 2016** |