

# JOB VACANCY

## MORTIMER NEW NEIGHBOURHOOD PLAN

### PART-TIME SELF EMPLOYED ADMINSTRATOR/RESEARCHER

Stratfield Mortimer Parish Council has embarked on an exciting project: a new Neighbourhood Plan to define key initiatives and develop the roadmap for Stratfield Mortimer through to 2037. Guided by the parish council, this community based project, run by the community to ensure that the Neighbourhood Plan seeks to represent the aspirations of the people who live here.

This is a part-time, self employed position that works closely with the Neighbourhood Plan steering group. This important role of Administration/Research Assistant is responsible for:

Steering Group and other meetings:

- Prepare and distribute agendas and discussion/research/proposal papers
- Take and distribute minutes
- Liaise with the Parish Council's clerk to publicise the agenda and minute.

Communications:

- Website – upload and manage documents
- Facebook, Twitter etc maintain the relevance of published material
- Assemble and report back feedback received from the website/Facebook/Twitter
- Manage the assembly, printing and distribution of updates and newsletters

Evidence base:

- Ensure evidence is collected; electronically and securely filed; accurately maintained; and is up to date

Research

- Undertake research and assemble evidence to inform policy choices

Other

- Maintain and report budget, actual spend and forecast of outturn cost
- Monitor key aspects of compliance, highlighting potential non-compliance issues
- External Parties: liaise with contractors, third party funding organisations

#### **To Apply:**

Please submit your CV stating how you can provide the above services together with your hourly rate address to the Chairman, Mortimer Neighbourhood Plan via one of the following means:

- Email: [newnp@stratfield-mortimer.gov.uk](mailto:newnp@stratfield-mortimer.gov.uk)
- Post: c/o Parish Council Office, 27 Victoria Road, Mortimer RG7 3SH
- Drop it in: through the Library letter box