



**Essex Association of Local Councils**

**Office and Training Administrator - 25 hours per week  
The post is a Maternity Cover**

**4 days based in Great Dunmow  
£ 18,795 per annum (2019/2020 Scales)  
Approximately £ 12,699 pro rata dependant**

The Office and Training Administrator Post will support the EALC Training Programme, providing an extensive range of courses and conferences for the Parish Sector. The successful applicant will have excellent keyboard skills, will be able to communicate with a diverse sector, and be able to act as host at our many events. This post includes providing a range of refreshments for delegates and catering for their needs when attending our events.

Application pack by email [info@ealc.gov.uk](mailto:info@ealc.gov.uk)

Closing date 8<sup>th</sup> February 2019

Skills Test 20<sup>th</sup> February 2019

Interview 28<sup>th</sup> February 2019