STILTON PARISH COUNCIL

🎉 We're Hiring! Pavilion Administrator 🎉

Do you love organisation, community spirit, and making things run smoothly behind the scenes? Are you part administrator, part problem-solver, part community champion? If so, we'd love to hear from you! Stilton Parish Council is looking for a Pavilion Administrator to help keep our much-loved community Pavilion buzzing with activity and running like clockwork.

🏡 About the Role

Our Pavilion is at the heart of village life – hosting clubs, parties, sports, events and more. As Pavilion Administrator, you'll be the friendly and organised force ensuring everything runs smoothly day to day.

Working closely with the Parish Clerk, you'll:

- Manage bookings for the Pavilion and Community Field
- Be the first point of contact for enquiries (email, phone & social media)
- Process invoices and maintain accurate booking and finance records
- Welcome hirers, arrange viewings, and help coordinate access
- Support health & safety and statutory requirements
- Promote the Pavilion and raise its profile in the community
- Help keep our website and Facebook page lively and up to date.

🧠 What We're Looking For

You don't need to know everything already – but you should work well in a team and be:

- Well organised and good with admin
- Confident communicating with a wide range of people
- Comfortable using IT systems, email and social media
- Community-minded with a proactive, can-do attitude
- Flexible (some evening or weekend work may be required)

Experience of bookings, invoicing or community facilities is helpful, but enthusiasm and reliability are just as important.

⏰ The Details

- Hours: 12 hours per week
- Location: Stilton Pavilion
- Salary: £15.06 – £16.08 per hour (SCP 13–17, LC1)
- Reporting to: Parish Clerk

✉️ How to Apply

To apply, please send a CV, and short covering letter explaining why you're interested in the role and how your skills and experience meet the requirements. Applications should be sent to the Parish Clerk:
📧 clerk@stiltonparishcouncil.gov.uk
Closing date: 4 February 2026 at midday

Interviews will be held shortly after the closing date.