



Dartmoor Commoners' Council

Secretary / Administrator (Two Positions)

Combined total of 30 hours per week

Hourly rate to be negotiated subject to experience.

An exciting opportunity to work for England's oldest Commoners' Council and with the farmers who manage Dartmoor's common land.

The Dartmoor Commoners' Council is looking to appoint two people with a mix of secretarial, office administration and finance skills to cover this role on a part-time, job share basis. The role will include:

- maintaining the Register of Commoners, in accordance with Section 7 of the Dartmoor Commons Act 1985
- taking responsibility for responding to emails, enquiries and letters
- providing support to Council and its Chairman and Vice-Chairman

The successful candidates must be effective, efficient and reliable and:

- have strong organisational skills to manage tasks, paperwork, schedules and finances .
- be honest, patient and have clear and professional communication, both written and verbal.
- be able to handle multiple responsibilities in both finance and administration simultaneously without compromising quality.

The job is mainly office based in Tavistock but would include attending and organising evening meetings at various locations on Dartmoor.

For further information and to download further details of this job opportunity, visit our website: www.dartmoorcommonerscouncil.org.uk

Applicants should provide a CV and a brief statement on why they are interested in this role.

Applications can be emailed, posted or hand delivered.

Closing date for applications: Monday 18 November 2024 (12.00 mid-day)

Interview dates: TBA

**Dartmoor Commoners' Council, 1 Canal Road, Tavistock, PL19 8AR
Email: office@dartmoorcommoners.org.uk**