



The Government of Sark

POLICY AND PERFORMANCE COMMITTEE

A COMMITTEE OF THE CHIEF PLEAS OF SARK

COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF

Telephone: (01481) 832118

E-mail: kath.jones@gov.sark.gg

COMMITTEE SUPPORT WORK

The Committee is looking to appoint a part time staff member to undertake the following tasks in the Committee Office under the supervision of the Senior Administrator. This is to replace a temporary Admin. Assistant who is leaving the team. The work includes:-

- **Drafting guides to laws and standard templates for internal and external use**
- **Minuting committee meetings to a standard format**
- **Planning, organising and coordinating activities**
- **Archiving paper records and keeping accurate online documentation**

If you are interested, you'll need project planning administrative and/or legal experience, with excellent all round IT skills. Hours per week will vary depending on demand and timings of Committee meetings, office based working hours are flexible.

Further details of the work and remuneration are available from the Senior Administrator by email

kath.jones@gov.sark.gg or call into the Committee Office during public opening times (Tuesday to Thursday, 2.30pm – 4.30pm) before Friday, 11th November 2016.

Posted 28th October 2016