



The Government of Sark

POLICY AND PERFORMANCE COMMITTEE  
A COMMITTEE OF THE CHIEF PLEAS OF SARK  
COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF  
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# TEMPORARY ADMIN WORK

The Committee is looking to appoint, on a temporary basis, part time staff to undertake the following tasks in the Committee Offices under the supervision of the Senior Administrator. The work includes:-

- Archiving paper records
- Drafting guides to laws and standard templates for internal and external use
- Minuting committee meetings to a standard format
- Organising and coordinating activities

If you are interested, you'll need administrative and/or legal experience, with good 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](mailto:kath.jones@gov.sark.gg) or call into the Committee Offices any afternoon before Friday  
22.5.15

Posted 11<sup>th</sup> May 2015