

Eastern IFCA, the largest of the 10 Inshore Fisheries and Conservation Authorities in England, has an opening for a Clerical Support Officer to join its' Administration Team. The role involves providing service and support to Officers, Members and stakeholders of the Authority.



Role – Clerical Support Assistant

Hours – Full Time 37 hours per week (part time considered)

Salary – Minimum starting salary £17,007 plus attractive pension

Based – Kings Lynn, Norfolk

As a member of the administration team, the post holder will provide key inputs to enable the Authority to fulfil its' vision and objectives. The role will be the first point of contact for callers and visitors

The ideal candidate will share our passion for the marine environment and should possess the following:

- Educated to GCSE level in English and Mathematics or can demonstrate equivalent literacy and numeracy skills
- Excellent communication skills both verbal and written
- Excellent organisational skills
- Ability to use Microsoft Office products including Word and Excel
- Ability to work unsupervised
- Ability to contribute across disciplines in a small team environment
- Ability to achieve Baseline Personnel Security Standard clearance
- Right to work in the UK

Other desirable skills:

- Experience in managing data
- Experience of multi-media comms
- Experience of dealing with media advertising outlets
- Producing promotional literature/content

Personal qualities:

- Discretion
- Attention to detail
- Helpful
- Self-motivated
- Confident
- Organised

An ideal opportunity for someone who will relish additional training and development.

- For further information and to apply for this role please visit our website at www.eastern-ifca.gov.uk for an application form.

Closing date for receipt of applications 19th October.