

## Job Vacancy

Horwich Town Council is seeking to recruit an Office Administrator to ensure the smooth day to day running of Horwich Community Centre which provides a wide range of activities, social support and information to the local community. The main role will be an administrative one and will require experience in general office administration including dealing with correspondence, managing bookings, maintaining the diary and petty cash records, along with dealing with enquiries from the public and engaging with users of the Centre, as well as to day to day support of the caretaking staff.

This is a part time role with hours to be worked over 3 days per week: Monday 9am – 5pm, Wednesday 9am – 5pm and Friday 8am – 4pm with a requirement to work occasional weekends and evenings to support Centre activities. Salary NJC scale LC1 15-17 £17,972 - £18,672 p.a. (pro rata) 22.2 hours weekly.

Job description & person spec. available on request.

If you feel you are able to work in a small team and can respond to what is needed please apply by sending covering letter & c.v. to: Carol Hutchinson, Town Clerk, Horwich Town Council Office, Horwich Community Centre, Beaumont Road, Horwich, Bolton BL6 7BG. Or alternatively email: [townclerk@horwich.gov.uk](mailto:townclerk@horwich.gov.uk)

Closing date for applications Friday 15<sup>th</sup> June 2018