

PART TIME COMMUNITY CENTRE ASSISTANT REQUIRED

GREAT WYRLEY COMMUNITY CENTRE

Salary – National Living Wage £9.50 per hour, with immediate start

Great Wyrley Parish Council requires an **ad hoc receptionist/host** to cover bookings at Great Wyrley Community Centre on an on-going basis to share the current workload with the Community Centre Manager.

Your role is to be the key interface between hirers of the Community Centre and Great Wyrley Parish Council. As you'll be the building's host, you'll focus on fostering a warm, friendly and relaxed atmosphere.

Your role:

Would entail meeting and greeting hirers of the Community Centre and being the first point of contact, taking bookings, recording transactions and giving receipts when required. In general dealing with any issues which may arise where your assistance would be required.

Person Skills:

- Experience in reception/front of house or a customer facing role is desirable but not essential. Training will be available
- Ability to work independently and with flexibility
- Confident in handling and reconciling monetary transactions
- Friendly and clear communicator
- Office experience is desirable
- Knowledge and a responsible attitude to Health and Safety, and General Data Protection Regulations
- Able to work on own initiative

The role will form part of a team and involve being available evenings and weekends and it is based on regular and additional bookings, accordingly, it is not possible to guarantee set hours.

The Community Centre is a modern, well appointed building which is very well used by local residents, if you feel that that this could be the role for you please contact Sian McGlue at Great Wyrley Parish Council on admin@greatwyrleypc.com with a brief introduction why this role would suit you.

Closing date for applicants – Friday 29th July, 2022.