

COLESHILL TOWN COUNCIL



Exciting, new Job Opportunity

HUB COORDINATOR (Local Gov. Salary Scale 13)

15 hours per week, 3-hour day 10.00 am – 1.00 pm

Due to the successful funding application from HS2 the relocation and refurbishment of the Coleshill Community Hub is due to start in October. The bid specifically incorporated the appointment of a Hub Coordinator position, for a **FIXED 2-year period**, to organise, run and develop the newly updated and enhanced Hub and all its services. The role is part-time, hours to be worked are 10 a.m. to 1 p.m., Monday to Friday, however there is the possibility of some negotiation of these times.

The role requires a candidate with excellent people skills, personable, understanding and compassionate. There will be daily interaction with the general public and the organising of Hub volunteers, as well as some liaison with elected members. Strong organisation and administrative skills, particularly in data protection, record keeping and financial procedures will be essential. The candidate should be computer literate and have a good working knowledge of Microsoft Office packages, particularly Word, Excel and PowerPoint.

Building relationships with Hub partners and other third sectors agencies will be key, and any previous experience working within the volunteer section would be beneficial. Support and training will be provided, and the successful applicant will need to be self-motivated, creative and resourceful to lead the new Hub and its services forward for this community.

For an application pack, please email: helen@coleshilltowncouncil.gov.uk or call 01675 463326. **Closing date for applications is Monday 14th October at 1.00pm.** Interview dates are anticipated to be on 22nd, 23rd and 24th October.

