



TORPOINT TOWN COUNCIL

VACANCY FOR A COMMUNITY HUB & LIBRARY SUPPORT ASSISTANT

(15 hours per week) – NJC Spinal point 4-6
(£21,189 - £21,968 pro rata) (£11.01 - £11.42 per hour)
(Pay award pending)
(Interviews scheduled for Tuesday 31st October 2023)

Torpoint Town Council are seeking to recruit a Community Hub and Library Support Assistant. The role will involve handling and recording customer enquiries by telephone, electronically and primarily face to face. You must be IT proficient, handle payment transactions and serve in the café, as well as participate in the delivery of Library activities, such as Rhyme time, which involves singing with adults and children.

We are seeking a self-motivated team player, with customer service skills who offers flexibility and versatility.
Closing date for applications is midday on Friday 20th October 2023. Application packs are available from:-

- Town Council Website www.torpointtowncouncil.gov.uk
(follow the links),
- email:- admin@torpointtowncouncil.gov.uk