



## **TORPOINT TOWN COUNCIL**

# **VACANCY FOR A COMMUNITY HUB & LIBRARY SUPPORT ASSISTANT**

(22.5 hours per week) – NJC Spinal point 4-6  
(£23,114 - £23,893 pro rata) (£12.01 - £12.42 per hour)  
(Interviews scheduled for Monday 20<sup>th</sup> May 2024)

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 Wednesday 8<sup>th</sup> May 2024. Application packs are available from:-

- Town Council Website [www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk) (follow the links),
- email:- [admin@torpointtowncouncil.gov.uk](mailto:admin@torpointtowncouncil.gov.uk)
- or telephone 01752 814165.