



# **TORPOINT TOWN COUNCIL**

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

(7.5 hours per week) – NJC Spinal point 4-6  
(£24,790 - £25,183 pro rata) (£12.65 - £13.05 per hour)  
(Interviews scheduled for Monday 24<sup>th</sup> March 2025)

Torpoint Town Council is 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 Monday 17<sup>th</sup> March 2025. 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.