



Tintagel Parish Council

Is recruiting to the role of Community Hub Coordinator

Up to 10 hours per week (flexible hours preferred)

Salary in the range SCP 12: 13.50 £ per hour – SCP 18: £14.60 per hour.

Pay and hours could increase depending on future income and grants received

The role will report in to the Clerk and have oversight of the Community Hub, responsibilities include:

- Main key holder and responsible for coordinating appointments
- Oversight of volunteers for the Visitor Centre including any processes including monitoring stock
- Ensure the building is maintained and that the building is ready for all users
- Explore new opportunities and uses for the building
- Explore potential income including preparing appropriate funding opportunities

The candidate should have good knowledge of IT, experience of community/social bid funding is desirable.

Application form and full details on request from
clerk@tintagelparishcouncil.gov.uk

Closing date for applications 5 February 2023

Interviews will be between 9 and 10 February 2023