

Crookham Village Parish Council



Zebon Copse Centre Administrator

Crookham Village Parish Council is seeking an administrator for the Zebon Copse Centre. This is a newly created post and the ideal candidate will have the ability to work in a start up environment as well as handle ongoing tasks.

Primary Responsibilities:

- Responsibility for bookings and associated administration
- Customer liaison, to include showing prospective clients around and providing information
- Ensure appropriate access arrangements are in place for users
- Oversee external contracts
- General building administration

Key Skills:

- Good customer relationship skills
- Good organisational skills
- IT literate, ability to use MS office applications

General:

- Working hours to be agreed, which may include some evening and weekend work.
- Initially 10 hours / week, but as this is a new post the hours may increase to meet requirements
- Pay scale £7.82 / hour
- The position is based at the Zebon Copse Centre (formerly Velmead Community Centre)

The appointment will be subject to a satisfactory CRB check

CV's should be sent to:

The Clerk
Crookham Village Parish Council
Daegmarsfield Farm
Church Lane
Dogmersfield
RG27 8SZ

Email: clerk@crookhamvillage-pc.org.uk

Closing date for applications 5th March 2010