**Vacancy**

**Administrator – The Community Hub**

**Job Title:** Administrator for The Community Hub

**Location:** Bradville, Milton Keynes, MK13 7DZ

**Salary:** Starting at SCP SCP10 £11.27 per hour £21,976.50 per annum (depending

on experience and qualifications)

**Hours of Work:** Full-time 37 ½ hours per week

**Role:** (In general but not limited to the following)

The Parish Council are looking to recruit someone who is passionate about

community engagement. The Community Hub will be the focal point for the

community to come together for a multitude of social events. The Administrator will provide day to day running of the centre.

The Administrator will need to be able to demonstrate excellence in

customer services and champion the use of The Community Hub, building strong relationships with both residents and other agencies.

Be proficient in Microsoft Office products and electronic booking systems.

The role will require lone working and some out of hours

working during evenings, weekends and Bank Holidays.

The successful candidate will undertake relevant training in order to fulfil the role and must possess a full and clean UK driving licence.

A full job description is available on our website, [www.stantonbury-pc.org.uk](http://www.stantonbury-pc.org.uk).

Application forms can be obtained by emailing [sue.tozer@stantonburyparishcouncil.org.uk](mailto:sue.tozer@stantonburyparishcouncil.org.uk), or by telephoning 01908 227201

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