



Recruitment of Civic Hall Assistant (Part-Time 20hrs)

Salary range: £9,963.20 per annum

Hours: 20 hours per week (evenings & weekends)

Start as soon as possible

Didcot Civic Hall is seeking an enthusiastic and well organised individual to work with the current team in promoting and increasing usage of the hall.

The successful applicant will be expected to support the manager and the team in the day to day organisation and running of the hall and to fully deputise when needed and to demonstrate motivation and the ability to work on their own.

It is a hands-on role which also includes bar work and preparing and setting-up rooms for hirers. The job involves dealing with members of the public face to face and by telephone/e-mail, so a strong and successful track record in customer service and care would be beneficial. The post also includes working with an electronic bookings/accounts package on which training will be given.

Please be aware that the shifts will include evenings, weekends and bank holidays.

Closing date: Sunday 15th March 2020

Interview date: Wednesday 18th March 2020

The application pack is on our website at
<http://www.didcotcivichall.co.uk/Careers.aspx>

Alternatively, to request an application pack or for an informal discussion about the post contact the Didcot Civic Hall Manager - Andre Silva, Didcot Civic Hall, Britwell Road, Didcot, Oxfordshire, OX11 7JN, telephone 01235 512436 or email asilva@didcot.gov.uk.

Didcot Civic Hall is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.