



## **Buckland & Milber Community Centre Administrator**

**£5,000, 10 hours a week** (2 1/2 hours per day over 4 days)

**Based at Buckland & Milber Community Centre, Gilbert Road,  
Newton Abbot. Employed by Newton Abbot Community  
Interest Company.**

Required for immediate start.

This is a new role to provide administrative support for Buckland & Milber Community Centre. The postholder will deal with bookings and payments and take responsibility for the overall administration and book-keeping of the Centre. The successful candidate will be able to demonstrate excellent IT and communication skills, and an ability to problem-solve and work under their own initiative.

The post is offered on a fixed term contract until 31/03/20 (with extension possible subject to funding).

Due to the nature of the role the postholder will be required to work 2 1/2 hours per day over four weekdays within the Community Centre office. The hours will need to be during the day. School holiday hours will also be required.

For more information or to request an application form please email [manager@newtonabbotcic.org.uk](mailto:manager@newtonabbotcic.org.uk) or visit our website at [www.newtonabbotcic.org.uk](http://www.newtonabbotcic.org.uk). To find out more about the role please contact Emily Farrell on 01626 206690.

Closing date 5.00pm on Friday 25<sup>th</sup> May 2018. Interviews for this post will take place in June 2018.