

## Community & Voluntary Support Conwy

### JOB DESCRIPTION

<b>LOCATION</b>	Conwy
<b>JOB TITLE</b>	CVSC Community Hub Assistant
<b>RESPONSIBLE TO</b>	Community Hub Manager
<b>WORKING WEEK</b>	22.5 hours week

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#### **Main responsibilities:**

- To support the Community Support Hub manager with the day to day running of the Hub
- To Liaise with the Funder, ensuring adherence to award conditions are met
- To recruit suitable volunteers, and then to manage effectively, with regular contact maintained with those considered to be at risk.
- To ensure information relating to the Hub is regularly updated and advertised.
- To collate information required for monitoring purposes.
- In conjunction with partners / CVSC Team, to ensure best possible support and guidance, advice and assistance, is offered to each enquiry received.
- Such other duties as may be required by the Chief Officer

### **SKILLS, EXPERIENCE & KNOWLEDGE REQUIRED**

#### **ESSENTIAL**

- A high standard of general education.
- A high standard of communication skills both oral and written.
- Computer literacy including familiarity with windows based packages, and social media.
- Ability to work under own initiative, under pressure and meet deadlines.
- Proven experience within the voluntary sector.
- To be able to travel across Conwy County
- To be flexible

#### **DESIRABLE**

- Effective communication through the medium of Welsh as well as English.
- Own transport

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## **SALARY AND CONDITIONS OF SERVICE**

Salary – SCP 17 £31,022 FTE

Employer contribution towards pension plan.

Annual leave & sick pay in accordance with CVSC conditions

New entrants shall be subject to a probationary period of 6 months.

One month's notice is required on either side to terminate employment.