

JOB VACANCY

SUPPORT OFFICER

(Full time 35 hrs pw
To start as soon as possible)

Salary range £18,795 - £19,171 per annum

Halewood Town Council is committed to providing a responsive quality service to the residents of Halewood and currently has a vacancy for a Support Officer working 35 hrs per week.

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative of the Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the community, in accordance with the wishes and powers of the Town Council.

Specifically, the post holder is, whilst on duty, responsible for the control and provision of Town Council premises and facilities, ensuring adherence to operational standards and procedures (including cleanliness, security and health and safety) and to offer a positive and welcoming service to the community, providing groups and individuals with assistance, support or information in booking and using Town Council facilities and assisting colleagues in service delivery.

Further details regarding this post, can be obtained from:

The Town Manager
Halewood Town Council
The Arncliffe Sports & Community Centre
Arncliffe Road
Halewood L25 9PA

Telephone: 0151 443 2063.

by email to: lynn.joyner@halewoodtowncouncil.gov.uk

or at our website www.halewoodtowncouncil.gov.uk

Closing date for applications is 12 noon on Wednesday 3rd April 2019.

The Arncliffe Sports & Community Centre, Arncliffe Road, Halewood, Liverpool, L25 9PA
Tel No 0151 443 2063 **Fax** 0151 443 2064 **E-mail** admin@halewoodtowncouncil.gov.uk
Web www.halewoodtowncouncil.gov.uk
Town Manager George MacKenzie