

# Person to Manage the Newtown Community Centre



The Newtown Community Association (NCA) is looking to appoint a locally-based self-employed person (or small local business) to oversee the use of the Newtown Community Centre for the benefit of its users and the community.

The role includes taking and managing room bookings, dealing with telephone and email enquiries, managing maintenance tasks and generally looking after the Community Centre from day-to-day.

This is a customer-facing role which requires excellent administrative skills. Knowledge of the local area is critical, as well as a keen interest in community engagement and the goals of the NCA.

It is anticipated the role will take a maximum of 15 hours per week. This is subject to regular review and will include some weekend hours. The NCA is able to offer up to £15 per hour to a suitably qualified, self-employed business person.

You will need your own computer, with access to wifi, and be able to work from home or your own office, as well as making frequent visits to the Community Centre. A mobile phone will be provided.

For further details about this opportunity, please email:  
[secretary@newtowncommunity.org.uk](mailto:secretary@newtowncommunity.org.uk)

**Deadline for applications: Friday 27 March**

