



Part Time Coordinator for the Gate, Pentre Road, St Clears, SA33 4AA

*15hours a week

(Scale £21,575 - £22,369 per annum pro rata equivalent).

A new and exciting opportunity to support St Clears Town Council in running the day-to-day management of the Gate as a community hub has arisen. The Town Council is looking to employ a coordinator to initially work for *15 hours per week to work with the tenants, regular users, and event hirers. There is a need for flexibility with the weekly hours worked depending on the use of the facility.

The duties will include: -

- Opening and closing the venue to the public and be a named key holder for the Gate
- Taking bookings and liaising with users
- Develop and enhance the current volunteer base
- With new users, showing and setting up of room tables and chairs, setting up meeting rooms including provision of basic refreshments if required
- Liaising with café staff at the Gate regarding catering
- Marketing offices and rooms for hire including promotion of venue on social media etc.
- Identifying new funding opportunities (e.g., sponsorship, grants etc.)
- Ensure cleanliness of facility including internal and external areas
- Report maintenance issues to the appropriate CCC department including regular water and fire alarm checks
- Investigate and report ways to save money on running costs and ensure value for money with all costs and service.
- Generate and ensure invoices are managed and paid in accordance with Town Council Financial procedures
- Creating and maintaining monthly financial records and reports for town Council

Initially, this is a six-month contract. However, following a successful review this may be extended. If you are interested in the post, please send a CV and covering letter outlining your experience and confirming that you can be flexible with the working hours required. It is expected that the successful candidate will commence at the lower salary point of the scale.

Closing date: 3rd July 2023 (Midday).

Shortlisting 4th July 2023

Interview W/C 10th July 2023

Please send details to Catherine Lloyd-Jenkins (Town Clerk),

clerk@stclearstowncouncil.co.uk

The Gate,
Pentre Road,
St Clears
Carmarthenshire
SA33 4AA