

Administrative Assistant vacancy with South Denbighshire Community Partnership.

SDCP is seeking an experienced, energetic and enthusiastic person to join our very busy Team to carry out reception duties and deal with enquiries from Centre users and the public. To present an effective and efficient front of house service at Pengwern Hub, Llangollen and to support the Pengwern Team with administrative tasks to deliver the NLCF People and Places III, “Your Place or Ours - Dee Valley” Project.

The Role requires applicants to hold a full driving licence, have their own transport and be able to drive the organisation fleet vehicles. The ability to communicate in Welsh would be an advantage.

The post holder will primarily be based at the Pengwern Community Hub in Llangollen. Responsible to the Operations Manager.

Ensuring that Pengwern Hub is a warm welcoming centre that provides appropriate services that tackle social isolation, rural poverty and improve access to services.

Job Type: Part-time

Pay Scale 4 SC7, £25,584 per annum pro rata

Hours: 20 hours Monday to Friday 9.30am – 1.45pm (including unpaid break of 15 minutes daily)

Education & Experience:

- Good general level of education
- Experience in a customer facing/administrative service role and demonstrate a mature, common-sense approach
- Experience of using general office computer packages
- Experience of administrative systems
- Be able to work on your own initiative and as part of a team
- Able to demonstrate a can-do attitude, willing to go the extra mile

If you are interested in applying for this position, please complete the application form along with your C.V. please visit our website for all vacancy documents:

<https://www.canolfan-ni.org/vacancies-at-sdcp>

Equal Opportunities

SDCP recruits’ staff and volunteers on the basis of their skills, experience, temperament, and ability to carry the role without regard to race, nationality, gender, age, sexuality, disability, or religion.

Application deadline: 1st May 2025 by email to Sian@sdcp.org

Shortlisted Candidates will be contacted by Thursday 8th May 2025

Interviews to be held on 13th May 2025

Expected start date: 9th June 2025