**Warwickshire Community and Voluntary Action**

is recruiting

**Newtown Centre Assistant**

Competitive Salary

30 hours per week

Permanent subject to funding

We are seeking an enthusiastic, proactive individual to assist in ensuring the smooth day-to-day running of the Newtown Centre in Nuneaton.

The Newtown Centre is a vibrant community space in the heart of Nuneaton supporting a range of activities and services.

This can often be a physical role, so the successful candidate will be very hands-on, be able to work in a busy demanding environment, have good organisational skills, with the ability to plan, prioritise and complete tasks on schedule. You must also have experience of dealing with telephone and face to face enquiries and be proficient using email, Microsoft Word and Excel.

Flexibility to undertake occasional work out of contracted hours is essential for this role.

If you think you fit the brief for this exciting role, please view the job opportunity on <https://www.wcava.org.uk/vacancies/> and submit your CV & covering letter which evidences your ability to meet the requirement of the role to recruitment@wcava.org.uk

No agencies please

WCAVA is an equal opportunities employer -

*‘Putting Equality, Diversity and Inclusion into Practice’*

**Closing Date: Friday 22nd March 2024 at 9am**

**Interviews: Wednesday 3rd April 2024**

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