

TRANSFORMATION CORNWALL⁺

Strengthening Faith Based Social Action in Cornwall

Communication & Administration Assistant

Home-based: possible 'hot desk' available in Truro (*as Covid 19 restrictions allow*).

HOURS: 8 hours per week (with the intention to be split over 2 or 3 days)

SALARY: £5000 pa

START DATE: 28th April 2021

CONTRACT TO: 31st March 2022

Transformation Cornwall is recruiting an experienced Communication & Administration Assistant for its work with faith based social action projects across Cornwall.

The Communication & Administration Assistant will be part of a small team working closely with the Project Manager and Project Worker.

Must be able to demonstrate:

- Excellent organisational skills.
- Proficient IT and social media skills
- Strong communication skills, able to work with groups of people from a wide range of backgrounds and abilities
- A well organised and flexible team player
- Able to work effectively and with attention to detail both alone or as part of a team
- Well organised and transparent record keeping

The Communication & Administration Assistant is a key role for the Transformation Cornwall team. We are experiencing a time of growth and this role is essential to help increase our capacity to respond to community needs across Cornwall

For Application Pack please go to our website: <https://transformation-cornwall.org.uk/whats-new/now-hiring-communication-administration-assistant>

Email applications only.

Closing date for applications:

Mon 5th April 2021 at 6:00pm

Interviews:

Mon 12th April (afternoon)