

# THE UPPER WENSLEYDALE COMMUNITY PARTNERSHIP

## Vacancy for a Community Office Assistant

The work will include some or all of the following –

- Providing a Counter service at the front desk of UWCO  
*This will include dealing with general enquiries, helping with the Library and public Internet service, operating the Richmondshire District Council desk and other duties as appropriate.*
- Dealing with enquiries for The Little White Bus service, for personal / telephone / online callers.
- Operating the Counter service at Hawes Post Office
- Operating the Outreach Post Office service in Bainbridge and Askrigg

We are looking for a versatile all rounder, who must be reasonably computer literate and at ease with dealing with figures, cash and straight forward daily accounting of transactions. Full training will be given. **You must be prepared to be very busy at times, to be highly flexible, and to be ready to work closely with others in an office where several different organisations operate alongside each other.**

**Above all else the successful candidate must demonstrate first rate inter-personal and customer friendly skills, including a willingness to help and go the extra mile in doing so.** We will fund the CRB check and any other checks on your trustworthiness that are required by the Post Office. References may be required to facilitate these checks.

### KEY DETAILS OF THE POSITION WE ARE OFFERING

- ◆ 20 hours per week – Monday all day, Wednesday all day, Friday afternoons  
*There may be opportunities / requests for you to work, given advance notice, on other days for specified hours, including occasional Saturday mornings.*
- ◆ You must be able to drive and have access to a car when required.
- ◆ Rate of Pay: Initially £7.40 per hour
- ◆ Probationary Period: 3 months
- ◆ Starting date: Immediate
- ◆ Deadline Date for applications to arrive: **By 12.00 midday on Monday 23<sup>rd</sup> May**

**TO APPLY** please e-mail your CV and any other relevant personal details and / or documentation to both:

**[cldr.john.blackie@northyorks.gov.uk](mailto:cldr.john.blackie@northyorks.gov.uk) AND [abbierhodes@hotmail.co.uk](mailto:abbierhodes@hotmail.co.uk)**

Alternatively you can hand across or post these documents, in a sealed envelope, at / to the Upper Wensleydale Community Office, The Neukin, Market Place, Hawes DL8 3RA, marked **Strictly Personal** and addressed to Abbie Rhodes, Manager of the UWCO.

**The UWCP Ltd, The Neukin, Market Place, Hawes, North Yorkshire DL8 3RA**

**Operators of:**

- **The Upper Wensleydale Community Office (UWCO)** ● **The Little White Bus**
  - ◆ **Hawes Post Office** ◆ **Hawes Sorting Office** ◆ **Post Offices at Bainbridge & Askrigg**
- A not-for-profit Community Company Limited by Guarantee**