



Liskeard Town Council

**Town Information Centre Assistant Manager**

To assist in the management of all aspects relating to the day to day running of the Centre and other aspects of the Town Council functions

Initial two year contract with review thereafter

Computer and social media skills essential

18.75 hours per week

Salary Band (£9.66 per hour) £18,835 pro rata

**Casual & Office Cover**

One morning of 4 hours per week and to cover for staff sickness and holiday leave

Salary Band (£7.90 per hour)

Closing date for applications 9 October 2015

Further details and application forms available to download from [www.liskeard.gov.uk](http://www.liskeard.gov.uk) or e-mail [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk) or at the Town Council Offices 3-5 West Street, Liskeard, Cornwall PL14 6BW .

