



**Transport Co-ordinator & Reception Assistant (1 combined role or 2 separate)**

**Based at:** Budleigh Hub, East Budleigh Road, Budleigh Salterton, EX9 6HF

**Salary:** £16,046 (pro rata per annum)

**Hours per week:** combined role of 21.5 hours per week; or individual roles of 12.5 hours and 9 hours per week. Please refer to job description for details of hours to be worked

**Contract type:** fixed term contract to 30<sup>th</sup> June 2020

We're looking for an enthusiastic person or people to fulfil the roles of Transport Co-ordinator and Reception Assistant at the new Budleigh Hub.

The Budleigh Salterton Community Hospital Health and Wellbeing Hub (Budleigh Hub) brings together local residents, the NHS, voluntary, statutory and business sectors under a common purpose - to improve the quality of health and wellbeing of approximately 48,500 people in the Woodbury, Exmouth and Budleigh areas.

The role of the Transport Co-ordinator is to co-ordinate a team of volunteer drivers to enable people in the local area to access activities and services co-ordinated by the Hub. The role of Reception Assistant is to manage the front reception desk and reception area, performing a variety of administrative tasks including back office support for the staff working within the Hub.

Full details can be found in the Job Description.

**Closing date for applications is 9am on Wednesday 11<sup>th</sup> July 2018. Interviews will be held on either Monday 16<sup>th</sup> or Thursday 19<sup>th</sup> July 2018. Please clearly mark on your application which of the options you are interested in as specified in the Job Description.**

For further information and an application pack please visit the vacancies page on our website [www.westbank.org.uk/vacancies](http://www.westbank.org.uk/vacancies) , email [vacancies@westbank.org.uk](mailto:vacancies@westbank.org.uk) or telephone 01392 824752 option 4.

A DBS check is required for this post.

(Registered Charity No: 1119541)