

<b>Name of Company</b>	WEST SWINDON FAMILY CENTRE
<b>Address Line 1</b>	15 GAINSBOROUGH WAY
<b>Address Line 2</b>	FRESHBROOK
<b>Town</b>	SWINDON
<b>Postcode</b>	SN5 8PD
<b>Employer Telephone Number</b>	(01793) 871303
<b>Type of Business</b>	FAMILY CENTRE
<b>Number of Employees</b>	13
<b>Disability symbol user</b>	No
<b>Please provide the contact details of the person handling this application within the business</b>	
<b>Title</b>	Mrs
<b>First Name</b>	KAREN
<b>Last Name</b>	DIXON
<b>Position</b>	ADMINISTRATOR
<b>Email Address</b>	karendixon@westswindoncc.org
<b>Telephone Number</b>	(01793) 871303 ext
<b>About the Vacancy</b>	
<b>Job Title</b>	Communications administrator
<b>Number Required</b>	1
<b>Wage Details</b>	£8.00 per hour
<b>Actual days and hours to be worked</b>	This post will be 20 hours per week over four days: Monday 9 - 4pm (4.30 with unpaid 30 minute lunch break) Tuesday 9 - 1pm Wednesday 9 - 2pm Thursday 9 - 1pm
<b>Duration</b>	Permanent
<b>Please tell us about the job</b>	To help ensure the work of West Swindon Family Centre is widely understood and to provide effective support to ongoing operations within the Centre  This post will requires flexibility between supporting the administration function of the Centre alongside the data management administrator and volunteers, and focusing on developing, implementing and embedding a strategic communications function.  Communications and marketing knowledge and experience

will be required.

Good literacy and numeracy skills (GCSE A-C)  
Communications/marketing qualifications desirable but not essential

**How does the employer wish people to apply for the job?**

Applicant to ring employer

**If other, please specify**

NO CV'S

**Closing date for applications**

29/02/2012