



The Town Hall
Hebden Bridge

Project Worker Part-time and temporary in the first instance

Salary £22,221 to £23,708 pro rata for 20/37 hours, temporary for one year (1st April 2010 to 31st March 2011) with the possibility of an extension for a further year

Hebden Bridge Community Association require a Project Worker to provide administrative and project development support when ownership of the Town Hall transfers from Calderdale MBC on the 1st April and during the first phase of the redevelopment work. The role will involve setting up and ensuring the smooth running of administrative systems, responding to enquires about the Town Hall, maintaining records, promoting the use of the Town Hall and communicating it's work to a wider audience through the media. This may involve staging exhibitions and preparation of consultation material and there will be some duties which fall outside normal office hours.

For more information about this innovative project please visit our website at www.hebdenbridgetownhall.org.uk and for an application pack ring Peter Hirst on 01422 842551

Closing date: 19th March 2010 Interview date: 26th March 2010

We are also looking to co-opt a **Trustee** who will take the role of Honorary Treasurer until the Association's AGM in October. We are looking for a suitably qualified and experienced volunteer who will be able to provide the Board with financial information and insight during the first and second phases of the Town Hall's redevelopment, involving significant and detailed financial accounting procedures. Out of pocket expenses will be paid. All applications should outline qualifications, experience, availability and demonstrate commitment to the aims and objectives of the Community Association. Please restrict your application to two sides of A4. We intend to interview shortlisted candidates. Further information can be found on our website.
