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| Ringwood Town Council |
| Community Services Assistant |
| Location | Carvers ClubhouseCarvers Recreation Ground off Southampton RoadRingwoodBH24 1JD |
| Hours | 25hrs  | Wages | NMW |
| Work Pattern | Hours will vary but will include evenings and weekends if required.  |
| Job Summary | Ringwood Town Council play an active part in the community.Based at Carvers Clubhouse community centre you will be part of a team providing services for families and young people. There is a strong focus on supporting the work of the Café and activities run by the centre.You will be helping to organise our Town Events including our famous Firework Displays, Christmas Market and Queen’s Jubilee Events including a large street party for the town, one for the history books!During you placement you will be trained to:1. Help to deliver Community focused activities across locations
2. Run our community café learning all the skills needed to prepare, serve and operate a busy café
3. Become a figure in our community engaging with our local families and young people
4. Assist with marketing and communication of activities

You will also have the opportunity to learn about other areas of the Council’s work.This is a great opportunity for anyone interested in events, community organisation or social impact. |
| Essential Skills, Experience and Qualifications | No skills or experience required but if you have a friendly manner and want to work in a team which supports the local community we will provide all the training you need.  |
| Employability Support | We will provide a range of support to ensure that the postholder maximises their opportunities for employability in the future. They will have a line manager who will oversee their training and development and shift supervisors who will ensure that they understand their role and duties. We will provide certificated training in * First Aid,
* Safeguarding,
* Health and Safety
* Food Hygiene.

You will also be supported by the ‘It’s Your Choice’ Youth Advisor who will help to support you with employability skill such as CV writing and interview skills. |