



Volunteer Coordinator & Administration Assistant

The key responsibilities are:

- supporting the recruitment, training and on-going support of volunteers. Management of volunteer rotas.
- undertaking administrative tasks for the Hub's various activities and projects.

10 hours per week. Flexible days and times.

Office based at Grassington Hub.

£11.50 per hour.

Fixed term till 31st March 2026.

- Candidates must be educated to GCSE level with a good standard of English & Maths.
- Experience of Microsoft Office particularly Excel and Word.
- Experience of using Facebook and Instagram.
- Good organisational and communication skills needed.

Pick up an application pack including a full job description in the Hub or email enquiries@grassingtonhub.com