

VACANCY NEWS SHEET



DATE: 14/07/2010
VACANCY NO: 3900

INTERNAL/EXTERNAL

ECONOMIC REGENERATION AND BUSINESS SUPPORT

Visit Burnley Assistant 18 hours per week

Grade 4 - £7,808 - £8,356

Part – Time position including Saturday working and some Bank Holidays

This is a temporarily funded post for 6 months

Are you articulate and people friendly and enthusiastic about the area and its attractions?

The brand new Visit Burnley Centre based in Burnley Mechanics is looking for a reliable, professional and self-motivated person to join our new team.

In this exciting and interesting post you will need to be able to deal with a wide variety of customers, including visitors to the town and theatre goers, with energy, enthusiasm and good humour.

Duties include selling theatre and other tickets, dealing with tourism enquiries and providing marketing and administrative support.

For an informal discussion on the content of the job description or person specification, please contact Kath Hudson, Business Support Manager on 01282 425011 Ext 2679

CONTACT:	Recruitment packs are available on-line only. For a pack or to apply on line please visit www.burnley.gov.uk/jobs . Our minicom line is available (01282 477114) to assist people with hearing difficulties.
CLOSING DATE:	Friday 30th July 2010
INTERVIEW DATE:	Friday 27th August 2010

EQUAL OPPORTUNITY POLICY

The Council will actively oppose discrimination carried out on the grounds of age, colour, disability, ethnic origin, gender, gender reassignment, HIV status, marital status, race, religious and cultural beliefs, sexuality, social background, political affiliation, spent convictions and trade union membership.

برنلی برو کونسل ده کمیونٹی ده تولو طبقو نه ده ملازمتونو درخواستونو ته هرکله وایو۔

بارنلی بارا کاؤنسل کامیونٹی سر سب سترے پراخیدےر کاھ تھکے چاکوری دمرخاست سادےر اھنہ کرے تھکے

برنلی برو کونسل کمیونٹی کے تمام طبقوں سے ملازمتوں کی درخواستوں کا فریضہ کرتی ہے۔



INVESTOR IN PEOPLE