**Administrator** Hive Community Hub

Supporting those who support others



CIO 1165566

School St

**Needed** Sudbury CO10 2HA

**Hive** is a registered charity that specialises in working with local community groups in the market town of Sudbury and surrounding villages.

We are looking to appoint a **part time Administrator** (15 hours pw)

The 15 hours per week are flexible (by arrangement) and largely based in the Hive Community Hub with some home working.

The salary offered is in the range **£20,020 - £21,840** (pro rata)

Please contact Gareth Cole via e-mail on [gwrcole@gmail.com](mailto:gwrcole@gmail.com) for a Job description and application form or download these from the Hive Community Hub website [www.hivecommunityhub.co.uk](http://www.hivecommunityhub.co.uk)

Interviews will be held in the week beginning 5th September.