

# Saltash Town Council



## Join Our Team – Community Hub Team Leader

**Full time: 37 hours per week / NJC range 18 – 23 (£31,537 - £34,434)**

### Why join Saltash Town Council:

We are a supportive and community-focused workplace where your wellbeing and professional growth are valued. We offer:

- Local Government Pension Scheme employer contribution for 2025-26: 19.5%
- Accredited Living Wage Employer
- Competitive pay aligned with the National Joint Council (NJC)
- 24 days annual leave plus bank holidays
- Additional 4 days annual leave after five years of service
- Ongoing training and development opportunities
- Health care insurance
- Bright Exchange discounts and offers
- A supportive sickness absence policy
- We believe balance drives performance. That's why we're committed to flexible working arrangements including hybrid working that support your wellbeing while ensuring the smooth and effective delivery of Council services (where appropriate for the role)

### Purpose of the role:

Saltash Town Council is seeking a proactive and community-focused Team Leader to oversee the day-to-day operations of our vibrant Library Hub. This role places a strong emphasis on library services, outreach, and meaningful engagement with the local community.

This is a fantastic opportunity for someone who is passionate about public service, thrives in a leadership role, and is committed to creating an inclusive, welcoming space for learning, engagement, and community connection.

You'll lead a knowledgeable and committed team, offering clear guidance and support to deliver consistent, high-quality services that make a meaningful difference to our community.

Join us in shaping the future of Saltash Town Council's Library Hub and making a lasting impact in the heart of our town.

### The ideal candidate will:

- Bring proven experience in operational and library management
- Have strong knowledge of library services and community engagement
- Be able to demonstrate excellent communication skills, interpersonal abilities and a commitment to serving the community
- Be able to follow established policies, procedures and instructions to ensure the efficient and effective operation of the library hub
- Be a strong leader, supporting and developing the team
- Have a proven track record of actively engaging in outreach work, fostering strong relationships with the community and key stakeholders

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**Contract:**

Permanent, full-time, 37 hours per week (typically Monday to Saturday), with occasional evening commitments to attend Council Committee meetings as part of your leadership responsibilities.

**Location:**

Saltash Library Hub, Saltash

**How to Apply:**

Applications will only be accepted on the official Town Council application form which includes space for a supporting statement of 750 to 1000 words, please read and understand the Job Description and Person Specification thoroughly as this is what your written evidence will be assessed against.

Share with us what makes you suited to this role and why, what you can do and the skills you have that are transferable to the key requirements, and the life experience or passion you have that are linked to this role.

CV's or previous applications will not be accepted.

Refer to the Town Council [website](#) to download the application form and supporting documents relating to this role.

Please contact [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk) or telephone 01822 870270 if you would like to discuss the role prior to completing the application form and submitting directly to [judy@hrsupportconsultancy.co.uk](mailto:judy@hrsupportconsultancy.co.uk)

**Interview:**

Shortlisted candidates will be invited to a face-to-face interview where you will be asked to deliver a short 10-minute presentation regarding outreach and community engagement. This, along with a number of questions will be used to assess your suitability for the role.

To help you prepare and settle into the interview you will be sent the presentation details in advance of the interview, 3 clear working days prior to your interview.

**Selection and Feedback:**

We will notify you if you have been shortlisted for interview. Feedback will only be provided following an interview.

**Closing Date:**

Tuesday 23 September at 12 noon. However, please feel free to apply as soon as possible, applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Thank you for your interest in this role.