NOW RECRUITING

EXPERIENCE SALCOMBE MANAGER

Part-time - 20 hours a week - right at the heart of our community

POSITION	HOURS	LOCATION
Experience Salcombe Manager	Part-time 20 hours a week, with flexibility	Right in the heart of our community

Are you the kind of person who always knows the best local coffee spot, the secret walking trails, or what's happening this weekend? Do you love connecting with people and sharing the best of what our area has to offer? If you're an **organised, chatty and tech-savvy local champion**, we want you to lead our friendly Information Centre.

WHAT YOU'LL BE DOING

Keeping the hub vibrant

As our Centre Manager, you'll wear a few different hats, keeping our hub vibrant both in-person and online. Your main areas of focus will be:

- **Centre admin & organisation:** Keeping the centre running smoothly, including admin of emails and being computer savvy.
- **Being the face of the centre:** Greeting visitors and locals with a smile, answering curious questions and pointing people towards their next great local adventure.
- **Our social media & website:** Keeping our Facebook, Instagram and website packed with beautiful photos, event updates and local spotlights. If it's happening in town, you're telling the world about it.
- **The Local Scoop:** You'll compile a regular roundup of upcoming events, local stories and insider tips that people actually look forward to reading.

Our automated system helps make these tasks simple and efficient.

THIS ROLE IS PERFECT FOR YOU IF...

You're a warm local champion

- You are a self-starter who loves a bit of variety in your week.
- You're comfortable playing around with Mailchimp or Google Sheets, scheduling social posts and making basic updates to a website.
- You have a warm, welcoming personality and genuine enthusiasm for our local community.
- You can keep the behind-the-scenes admin organised without losing your sense of fun.

THE PERKS

Work that fits around life

- **20 hours a week:** Perfect for balancing family, creative projects, or other life commitments. We are very happy to chat about how these hours can work for us all.
- A fun, community-focused working environment where you actually get to talk to people and celebrate local businesses.
- The chance to truly shape how our town has a friendly welcome.
- We are always willing to listen and open to change and new ideas encouraging intelligent independence.

A PART-TIME ROLE AT THE HEART OF OUR COMMUNITY

SOUND LIKE YOUR KIND OF GIG?

We would love to hear from you.

Email info@salcombeinformation.co.uk with a short paragraph about why you love this a
why this job is for you, and a copy of your CV.

CLOSING DATE

30 SEPT 2026

APPLY BY EMAIL

Love Salcombe | Work with us | Experience Salcombe Information Centre