

Job Description

Job Title:	Buckland Community Centre Administrator
Grade/Salary:	£5,000 – (equivalent to £18,500 full time) Fixed Term Contract until 31/3/20 –with possibility of extension.
Hours:	Part time, 10 hours per week, 2 1/2 hours per day over 4 week days. Hours to be agreed during the morning or afternoon. Occasional additional out of hours work. Hours include School holidays.
Base:	Buckland & Milber Community Centre, Gilbert Road, Newton Abbot
Responsible to:	Business & Community Development Officer, Newton Abbot CIC
Accountable to:	Newton Abbot Community Interest Company Board
Liaison with:	The general public, community groups, businesses, public sector bodies, contractors and suppliers

1. Job Purpose:

To be responsible for the administration and book-keeping of Buckland & Milber Community Centre.

2. Resources

- Newton Abbot CIC employs a part-time Business & Community Development Manager who will line manage the postholder on a day-to-day basis.
- Newton Abbot CIC is managed by a Board of Directors who together with Buckland & Milber Community Association, will be responsible for the overall management of the Community Centre.

3. Key Duties and Responsibilities

1. To deal with phone calls and email enquiries for room bookings.
2. To arrange payment for those bookings, either in cash or by invoice.
3. To take responsibility for the book-keeping of the Community Centre accounts, including Buckland & Milber Youth Club.
4. To liaise with regular building users, staff, contractors and members of the public as appropriate;
5. To deal with maintenance issues as they arise, arranging appropriate contractors for minor repairs to be made.
6. To manage the website, publicity and social media for the Community Centre ensuring that the Centre and its activities are regularly publicised.
7. To liaise with the Business & Community Development Manager and/or CIC Directors regarding other issues at the Centre as they arise.

4. Other Duties:

In order to run the Community Centre effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. The postholder will need to manage and prioritise their own workload to ensure the effective day-to-day running of the Centre.

Some flexibility will be required from the Postholder, for example for occasional out-of-hours work at evenings and weekends, should the need arise. Appropriate over-time would be paid if such circumstances arose.

Person Specification - Buckland & Milber Community Centre Administrator

Attributes	Essential/ Desirable	Evidence required	Method of assessment	
			Application Form	Interview
Experience	E	Excellent organisational and administrative skills	X	
	E	Experience of book-keeping and maintaining accounts	X	
	E	Experience of dealing with a wide variety of people from difference audiences		X
Knowledge/abilities	E	Good communication skills using telephone, email, letters and face to face contact	X	
	E	Good literacy and numeracy skills	X	
	E	Good time management skills	X	
Personal qualities	E	Proactive, friendly and enthusiastic		X
	E	A positive attitude		X
	E	The ability to form positive relationships with centre users, residents and partner agencies		X
	E	Ability to work under own initiative as well as a member of a team	X	
Technology/IT skills	E	Excellent IT skills, particularly in using Microsoft Office.	X	
	E	Ability to undertake basic website editing (for which training can be given), and manage social media channels such as Facebook.	X	
Other requirements	E	Willingness to work out-of-hours on an occasional basis.		X