

Horwich Town Council

Job Description

Job Title: Community Centre Administrator

Hours: 22.2 hours over 3 days per week: Monday 9am – 5pm, Wednesday 9am – 5pm & Friday 8am – 4pm. There may also be other occasional weekend and evening work as a requirement of the post. Based at Horwich Community Centre.

Salary: NJC scale LC1 15 £17,972 (pro rata)

Horwich Community Centre plays a vital role for many voluntary and community groups and residents in Horwich providing a wide range of activities, social support and information. The Centre Administrator is the main point of contact for the public and users as well as providing, support, promotion and ensuring the smooth day to day running of a busy community centre. The main role is an administrative one along with dealing with public enquiries, engaging with Centre users and the wider community. The Centre Administrator will support the caretaking staff and will be responsible to the Town Clerk, the Deputy Town Clerk in the absence of the Town Clerk and Members of the Council's Staffing Sub Committee

Duties will include but are not limited to:

- Providing guidance and advice to the public and Centre users via all communication methods, with the ability to deal sensitively and appropriately with a range of varied issues and situations.
- To ensure smooth running of the Centre, deal with correspondence, manage bookings, preparing invoices, maintaining the diary and other records including petty cash.
- To actively promote room hire to the wider community and maintain and develop positive relationships with Centre users to ensure its sustainability and future use.
- To be fully computer literate and maintain efficient and effective administration and IT systems and to ensure that the Centre's operational policies are fully compliant with all relevant legislation including health and safety and fire regulations and that these are regularly reviewed and updated.
- To support the promotion of Centre activities by traditional and social media means such as website, Twitter, Facebook, press releases, posters etc.
- To support caretaking staff on a day to day basis and have responsibility for purchase of cleaning materials, equipment and other materials for Centre activities. There may also be an occasional requirement to stand in for caretaking duties which will include some degree of manual handling.
- The ability to carry out health and safety checks, maintain appropriate records and liaise with contractors to ensure they carry out any work at the Centre in accordance with requirements.
- To support Centre-run activities including Tots and Toast, Movie Mondays and children's holiday activities along with Council supported events and develop and promote additional activities in the future.