

Lyde Green Community Centre Centre Assistant

Job Advert

Post title:	Centre Assistant
Employed by:	Lyde Green Community Association CIO (LGCA) Registered Charity no. 1172725
Accountable to:	Centre Manager
Contract:	3 Month fixed term contract with potential to extend
Hours:	0 Hour Contract - Expected 10-15 hours per week average including evenings and weekends
Location:	Lyde Green Community Centre, Thistle Close, Emersons Green, Bristol, BS16 7GW
Salary range:	£18,870 - £19,819 (pro-rata), depending on experience, plus pension (if applicable)
Annual leave:	25 days per annum (pro-rata)

We are looking for a Centre Assistant to join us at an exciting time and provide administrative support to a brand new Community Centre in a new neighbourhood (Lyde Green). Ideally, we're looking for someone to start as soon as possible. You will share our ambition for this Centre to be at the heart of the community and become "more than just a building".

You will be proactive, enthusiastic, highly organised and have good digital skills. You will have experience maintaining accurate records and be confident working with spreadsheets and finances. Knowledge of financial procedures, accounting software and/or bookkeeping is essential.

You will work closely with the Centre Manager but you must also be self-motivated and able to work on your own or in small teams. Comfortable interacting with a variety of people, you will be friendly and approachable; consistently demonstrating your excellent interpersonal and customer service skills.

We'd love to hear from you if you've got existing experience working in community facilities, the voluntary sector or a similar customer-focused environment. If you want to find out more about this exciting opportunity, please contact us via email at info@lydegreenca.org or call Aymie Elkins-Green on 07809 750545 or Bob O'Brien on 07779 069966.

Applications close at:	12pm on Wednesday 6th March 2019
Shortlisting:	Thursday 7th March 2019
Interviews to be held:	Wednesday 13th March 2019