

Lyde Green Community Centre Centre Assistant

Job Description

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)

Job Purpose

- To maintain effective and efficient office and administrative systems.
- To provide administrative support to the Community Centre
- To assist in the smooth running of Lyde Green Community Centre.

Background and Context

Lyde Green Community Association CIO (LGCA) is a charity that has been set up by residents for the benefit of the community in Lyde Green. It is currently run by local volunteers, with the objective of generating community spirit and making Lyde Green a great place to live and visit. As well as organising community events, we work with local partners, including the consortium of developers and local council, to influence issues that matter to Lyde Green residents.

LGCA are the operator of the new Lyde Green Community Centre. It is an exciting time to be working in Lyde Green, and the LGCA have so far received lots of support from both residents and local partners. The Community Centre opened in September 2018 and is getting busier by the day!

Main Duties and Responsibilities

The post holder will work closely with the Centre Manager to ensure the smooth day to day running of the Community Centre.

1. Office Co-ordination

- Taking bookings and ensuring all relevant information is supplied by centre and customer, and hire agreements are completed.
- Maintain the centre's booking systems and ensure availability for someone to unlock and lock the centre as required.
- Issuing and tracking of centre keys to approved key holders.
- Being an initial point of contact to the organisation, dealing with general enquiries (telephone, email, and in person) or referring to appropriate person.
- Order, within agreed budgets, stationery and office supplies, and other supplies and services required by the centre.
- Reporting of maintenance issues using agreed system.

2. Book Keeping & Finance, Record Keeping

- Generating and tracking invoices for customers of the centre.
- Process all invoices received including checking they are correct and getting appropriate approval for payment.
- Data entry into accounting system.
- Administering petty cash.
- Ensure all records are appropriately filed

3. General Responsibilities

- Actively participate as a member of the LGCC / LGCA team.
- Attend and contribute to relevant meetings.
- Work within LGCA's policies and procedures.
- Work in accordance with the Data Protection Act 2018 / GDPR.
- Be responsible for your own and colleagues' health and safety and to work in accordance with LGCA's Health and Safety Policy.
- Undertake any other reasonable duties as required.

Person Specification

Personal qualities of the post holder are important. The post holder will need to be flexible, motivated, self-reliant, energetic and able to prioritise activities.

Essential Experience

- Computer literate, good knowledge of MS Office
- Working in an office environment
- Knowledge of accounting software/bookkeeping
- Knowledge of financial procedures

Desirable Experience

- Experience of working in a community/voluntary sector/customer focussed setting

Essential Skills & Abilities

- Good communication skills – oral & written
- Good organisational skills
- Good interpersonal/customer service skills – friendly approach
- Able to work using own initiative within organisational boundaries
- Ability to work in a small team
- Ability to prioritise workload and manage time
- Ability to record information accurately
- Ability to observe confidentiality
- Commitment to working with a diverse and growing community

Special Notes & Conditions

- You will need to work evenings and weekends and attend the Centre at short notice
- If you use your vehicle on authorised LGCA business, you will receive a mileage payment. The allowance is provided on the condition that your own insurance covers you for business use and indemnifies LGCA against claims (including those concerning passengers) arising out of the use of the vehicle on official business.
- LGCA is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.
- This post is subject to a DBS check and is exempt from the Rehabilitation of Offenders Act. All offences will be considered.