

Job Title:	Centre Assistant		
Location:	Rucstall Community Centre	Travel required:	Occasional travel to our other community centres locally
Salary:	£11.44 hourly rate. Annual salary (Pro rata) £5971.68	Position Type:	10 hours per week – part time role
Application:	Email to luan@viables.org.uk . Send CV and return application form		
Line Manager:	Luan Squire (Centre Manager)		
Job Description			
Key Requirements:			
This role will include the administration, coordination of volunteers and session facilitation or support for all aspects of community centre life. This requires an ‘all-rounder’ and can be a physical role at times.			
Activities:			
<ol style="list-style-type: none"> 1. To promote organisation aims, services, activities and events in the Eastrop and Grove ward, specifically for the residents of Black Dam 2. To work with the manager on community engagement by speaking to local people and holding consultation opportunities 3. To work as part of a wider team with a view to enabling all our centres to thrive for the benefit of the whole association 4. To recruit volunteer support for set up and delivery of activities and events 5. To liaise with local organisations and/or businesses who may be able to support the setting up of new activities, projects and services 6. To secure bookings for the centre facilities and promote current or new activities 7. To establish a filing system to support the general running of the centre 8. To help set up and run new activities, including children’s activities which can be physically demanding, to develop the programme, session numbers and a volunteer base 			
Administration:			
<ol style="list-style-type: none"> 1. To keep adequate organised records of bookings and payments 2. To ensure all new volunteer details are shared with the marketing and volunteer coordinator 3. To invoice hirers and monitor incoming payments 4. To keep noticeboards up to date with activities and events 5. To liaise with other centre staff to communicate needs and developments effectively 			
Other:			
<ol style="list-style-type: none"> 1. To promote equality and diversity in all aspects of work 2. To comply with policies of Viables Community Association 3. To maintain a positive working environment 4. To undertake a 3-month probationary period 5. To undertake training as required and agreed through supervision to meet the post’s skills 			
Closing date:	31 st October	Interview date:	11 th November
Updated:	23 rd Sep 2024		
Criteria:			
	Indicate by Y (yes)		
Qualifications	Essential	Desirable	Measured by
Administration	N/A	Y	CV

Work experience and attainments relevant to the role			
Experience of running projects with specific outcomes		Y	CV
Dealing with the public	Y		CV
Keeping simple financial records	Y		CV
Managing volunteers		Y	CV
Planning events		Y	CV and interview
Working to a budget		Y	CV
Skills and competencies			
Working in the charity or not-for profit sector		Y	Interview and CV
Able to prioritise	Y		Interview
Able to work to timescales	Y		Interview
Able to plan and prioritise effectively	Y		CV
Able to communicate well with others	Y		CV and Interview
IT skills (Microsoft Word and Excel as minimum)	Y		CV and Interview
Numerate	Y		CV
Personal Qualities			
Excellent verbal and written communication skills	Y		Interview
Punctual	Y		Interview
Good time management and able to manage own time	Y		Interview
Confident when speaking to others	Y		Interview
Good level of common sense and able to use initiative	Y		Interview
Friendly, approachable and able to talk to people from all backgrounds	Y		Interview
Willing to learn	Y		Interview
Self-motivated	Y		Interview
Enthusiastic	Y		Interview