

HUNTINGDON TOWN COUNCIL



JOB DESCRIPTION

POST TITLE:	Community Centre Administrator
GRADE:	SCP 21-23 (£20,138 to £21,268 pro rata) - 13.5 hours per week (Wednesday from 8.30am to 4.30pm and Fridays from 8.30am to 4pm with ½ hour for lunch). Actual salary will be £7,347 - £7,760
PURPOSE OF JOB:	<p>To assist the Community Manager with the day to day management of the Medway Community Centre and Coneygear Park.</p> <p>Responsibilities include assisting the Manager with marketing and promoting the Centre's and Park's availability for hire; management of bookings; working with the cleaning/caretaking staff; working with the Medway User Group;</p> <p>Arrange for access by groups or individuals hiring the centre or centre facilities and to carry out housekeeping and cleaning duties.</p> <p>To undertake general administration duties in the Centre Manager's absence.</p>
ORGANISATIONAL	<p>The postholder will be responsible to the Community Manager, as Line Manager or to the Town Clerk in the Manager's absence. The post holder will have regular contact with hirers and other visitors to the centre and park, the general public and will liaise with the cleaning/caretaking staff during and after shifts to ensure a smooth changeover.</p>
PLACE OF WORK:	<p>Based at the Medway Community Centre, with placements at the Coneygear Park as required.</p>

DUTIES AND RESPONSIBILITIES

1. To assist with the day to day running of the Medway Centre, Coneygear Park and Cleaning/Caretaking Staff; to oversee the following general responsibilities:

2. To ensure the compliance with all or any conditions relating to any licence and/or insurance cover which may be necessary to cover any activity at the Centre or Park
3. To oversee and maximise the hiring of the Centre and Park; or any part of it primarily for use by community groups or for any approved commercial use, for elections for any other approved purpose.
4. To maintain the bookings diary and to develop records evidencing availability and use of the facilities at both the Centre and Park.
5. To ensure proper completion of the application for hire form for every use of the Centre and Park, save that regular user groups may be allowed to complete one such form on an annual basis.
6. To pass a copy of each accepted hiring to the Town Clerk's Office for invoicing by the Head of Finance and to advise the Town Clerk subsequently of any variation in the terms of the hiring.
7. To ensure a smooth changeover between hirers and to act as a point of contact for representatives of user groups to manage their needs in connection with the hire of the centre.
8. To act as a key-holder and undertake duties which ensure the general security and safety of the building, allowing access for users and ensuring the building is secure when unoccupied. To set and unset alarms as appropriate.
9. To ensure the cleanliness of the Centre and the provision of facilities which comply with relevant legislation, such as Health & Safety.
10. To undertake cleaning duties as and when required to ensure the building remains clean at all times.
11. To advise hirers on conditions of hire, location of cleaning implements, location of lighting controls, fire exits, and any specialist facilities available to them.
12. To be responsible for ensuring that hirers adhere to the conditions of hire, particularly with regard to time, cleanliness of the centre and facilities used and to report any difficulties to the Centre Manager.
13. Sourcing new hirers
14. To operate heating and lighting controls for the comfort of hirers and to ensure efficiency in the use of energy at the Centre.
15. To carry out routine inspections inside and outside the building and to report any faults in the building or defects in equipment to the Community Manager.
16. To ensure that all waste is disposed of in the correct manner and made available for collection as required.
17. To deal with enquiries received for bookings or other matters at the Medway Centre by telephone, e-mail or post in the Managers' absence.

18. To undertake any other duties or responsibilities commensurate with the grade as may be from time to time directed by the Community Manager.
19. To undertake any duties and responsibilities which may properly be required by and agreed with the Town Clerk in pursuance of the Council's functions.

ESSENTIAL CRITERIA:

- Must have computer skills and competent in the use of Word, Excel and Outlook
- Must be flexible in their working hours as the post-holder will need to cover for the Community Manager in their absence
- Willingness to work outside of normal hours on occasions
- Excellent communication skills as the post-holder will be the first point of contact to the centre
- Willingness to lone work when the centre does not have bookings
- Able and willing to set up tables/chairs for functions
- Experience of health and safety matters

DESIRABLE CRITERIA

- A full driving license
- Experience in the use of social media
- Experience in taking minutes

The post holder will be expected to undertake an annual appraisal in accordance with the Town Council's aims and objectives.

Signed :

Date :