**Administrator**

**The Community Hub**

**Bradville**

**The Job**

The Hub will be the focal point for the community to come together for a multitude of social events. Reporting to the Supervising Councillor the job is to provide day-to-day running of the centre.

Working Hours will be 37 ½ hours per week, to include some evening, weekend and Bank holidays, with the possibility of overtime. From time-to-time additional evening work will be required and participation in Parish Council meetings or organised coach trips run by the Parish Council.

**Primary Aspects of the Role**

* To be the face of the Parish Council in welcoming the public to the Hub with enthusiasm and excitement
* To maintain a booking system for organisations/individuals
* To engage with residents of the community and facilitate the use of the Hub to meet their needs, wherever possible
* To report to the Supervising Councillor on a weekly/monthly basis
* Ensuring that all relevant costs are minimised contributing to the Hub’s profit and loss performance
* To comply with all SPC General Policies
* To prepare/set up the Hub ready for use
* Liaise with hirers

**Job Requirements**

* Ability to produce high quality work, in the form of reports, to a deadline
* Experience of working in a similar environment desirable
* Strong organisational skills, comfortable managing multiple projects and priorities
* Computer literate – experience of working with data systems desirable
* Must show a genuine passion for people, irrespective of age, gender, race or religion
* Can demonstrate excellence in customer service
* Strong listening and collaboration skills
* Team player
* A current First Aid qualification is desirable, but training can be provided for the successful candidate
* Training will be provided in Food Hygiene requirements and legislation
* To liaise with residents’ associations
* A broad understanding of the different social activities undertaken within the Hub i.e. painting, dancing, cooking, etc
* To have a current DBS check (must be obtained prior to appointment being confirmed)
* Maintain a booking list (propriety software)
* Raise purchase orders where necessary

**Current Training Opportunities**

Provided by Stantonbury Parish Council or an external provider.

* Health and safety in line with Stantonbury Parish Council Policies
* Health and safety in the workplace
* Risk Assessment
* Food Hygiene
* First aid to a senior level/with a potential for a defibrillator to be available on the outside of the Hub
* IT training
* Financial training in line with software used
* Administrative, time management, organisational skills
* Telephone training
* How to deal with the public
* Policies and procedures
* Fire Marshall training
* Lone worker training

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