

SUNNINGMEAD COMMUNITY ASSOCIATION

Sunningmead Community Centre, Lazenby Road, Wilcombe, Tiverton, Devon. EX16 4AL
Tel / Fax: 01884 251147 Registered Charity No: 1070269
Email: sunningmead@outlook.com Web: www.sunningmead.org.uk



Post title: Sunningmead Community Centre Administrator – Part-time

Employed by: Sunningmead Community Association (SCA). Registered Charity No: 1070269

Accountable to: Sunningmead Community Centre Trustees

Responsible for staff: SCA admin assistant, cleaning and caretaking staff and volunteers

Hours: 20 hrs per week, to be worked mainly mornings, times to be confirmed upon employment with SCA

Location: Sunningmead Community Centre, Lazenby Road, Wilcombe, Tiverton, Devon. EX16 4AL

Job Purpose The post-holder will play a key role in ensuring the administration and smooth running of Sunningmead Community Association. Working closely with the volunteer trustee board the Centre Administrator you will ensure that SCA is a vibrant, well-managed facility for local residents, those booking Centre space and other Centre users. It is a role that will evolve in response to the needs of the Centre and the community it serves. Training will be offered and there will be support from trustees and existing volunteers whilst the new post holder familiarises themselves with the role.

Main duties and responsibilities

1. Administration of the Centre
 - Ensuring the effective day to day running of the Centre for the benefit of community, tenants and other users of the building.
 - To administrate of the Centre and SCA staff (clerical, cleaning and caretaking) and volunteers and managing DBS vetting for relevant centre users.
 - Overall responsibility for securing bookings and subsequently increasing bookings and thereby developing relationships between those using the centre
 - Ensuring effective maintenance of the building - including building maintenance and improvement programmes, supervising contactors and others regarding work in the building
 - Responsibility for health and safety and security in the building
 - Issue of purchase orders, completion of reports/returns to statutory bodies and funders and compilation of grant applications.

This will include any other duties deemed reasonable to ensure the running of the centre

2. Supervision of staff and Volunteers

- Supervision of and support to clerical, finance, cleaning and caretaking staff and volunteers
- Managing staff rotas to ensure appropriate levels of cover
- Supporting volunteers and volunteer involvement with the running of the Centre

- Developing effective liaison between staff, contractors, volunteers and Centre tenants, to ensure the smooth running of the Centre and its activities
- Working with local partners to ensure activities at the Centre fit with others provided in the area developing close working relationships with key local partners.

3. Working with Others

- Marketing SCA to raise the profile and income
- Investigating and applying for outside funding/grants
- Implementation of SCAs policies, and business plans

Centre Administrator Person Specification

The post holder will need to be self-reliant, energetic and able to prioritise activities. They will also need a commitment to helping members of the community get involved as volunteers to help them manage tasks and activities at the Centre.

Essential Skills, Abilities and Attitudes

- Able to work as part of a wider local team of trustees managing the community building and its services
- Confident and able to work on own initiative
- Able to prioritise work demands
- Strong office skills able to set up and maintain computerised office management and filing systems
- Able to maintain booking systems and databases
- A commitment to community run services and to providing equality of opportunity
- Excellent communication skills – both written and verbal
- Customer services skills

Education and Training

- Educated to a reasonable standard
- Computer literate with proficiency in Microsoft word and excel
- Consent to DBS vetting procedures under the 'Safeguarding of Vulnerable Groups' Act 2006

Desirable skills and experience

- Experience of working with voluntary sector and statutory partners
- Experience of fundraising and making funding bids
- Working knowledge of Quick Books

Sunningmead Centre Administrator Terms and Conditions

- Salary £11.00 per hour – negotiable dependant on experience
- Based in the SCA office at Sunningmead Community Centre, Lazenby Road, Wilcombe, Tiverton, Devon. EX16 4AL

- 20 hours per week, to be worked in mainly in mornings and with flexibility to cover for staff absence and holidays
- Occasional additional hours for which Time Off in Lieu may be taken or overtime paid subject to agreement of trustees
- 20 days per annum pro-rata + bank holidays
- Initial 2 year contract subject to continued funding for post. Probationary period of 6 months (to include 3 month formal review)
- Supervised by Chair of SCA and trustees

Apply with CV and cover letter detailing suitability for the post to:-

Chair of trustees
Sunningmead Community Centre
Lazenby Road
Wilcombe
Tiverton
Devon
EX16 4AL

Closing date for applications 26th November.