# **Job Description**

**Job title:** Centre Co-Ordinator

**Reporting to:** Chief Executive

**Salary: Full Time £20.000**

**Hours:** 37.5 per week Usually 9.30 -5.30 with some evening cover to 7.30pm one or 2 days per week

**Holidays:** 23 days statutory entitlement- (including 8 bank holidays)

**Centre Coordinator Main Duties & Responsibilities**

**Building**

* To ensure maintenance of the property- ranging from high level building works to low level upkeep.
* To ensure the smooth running of centre facilities.
* To be point of liaison for all property matters.
* To maintain property documents i.e., insurance, rent, rates etc.
* To keep all building related contracts up to date and valid
* To be responsible for procurement of centre related items ranging from furniture to office supplies

**Health and Safety**

* To complete and maintain risk assessments/checks on a daily/weekly/monthly and annual basis.
* To be responsible for the completion and maintenance of all Fire Safety documentation.
* To be responsible for the maintenance of first aid box.
* To support with the health & safety induction and training of staff and volunteers.

**I.T and Communications**

* To be responsible for the maintenance and upkeep of all centre related I.T and communications including.
* Einstein (Document Library)
* Lamplight (Database)
* Internal and mobile phones
* Printers
* Computer equipment

**Finance**

* To be responsible for the day-to-day management and maintenance of centre related finances including funding. This will include:
* Payments/Petty cash
* Invoices
* Payroll/PAYE/Pensions
* Xero- inputting and maintenance
* Budget monitoring and updating
* Online banking
* Branch banking
* Staff and volunteer expenses

**GDPR**

* In the role of Data Protection Lead ensure that the centre adheres to data protection procedures including:
* Subject Access Request process.
* Third party information sharing process.

**Funding**

* To be responsible for the accurate input of data required by funders in conjunction with staff team.
* To process, maintain and file funding agreements.

**Policy and Procedure**

* To maintain and keep up to date with the policy and procedure review process.
* To ensure that policy and procedure have a consistent tone and style of presentation.

**General Admin**

* To provide general administration duties including
  + Organising events and meetings- internal/external
  + Minute taking- internal meetings.
  + Statistics- input, gathering and reporting.
  + Quality control of documents.
  + Membership and subscription maintenance and control.
  + Providing documents/letters internal/externals.
  + To co-ordinate the room bookings in the centre
* To provide effective communications routes throughout the charity by responding in a timely manner to external and internal correspondence i.e.
* Email
* Phone
* Text
* Post
* To ensure maintenance and updates on the charity website.
* To keep social media interaction up to date.
* To provide marketing merchandise as required.

**Employee, Volunteer and Client Support**

* To provide support to The Chief executive and Management Staff in the production, filing, security and upkeep of personnel documentation from recruitment to exit of staff and volunteers.
* To complete and monitor DBS checks.
* To complete the duties of Designated Safeguarding Officer as laid out in the Safeguarding Policies.
* To maintain and upkeep holiday and absence records.
* To assist staff and volunteers with general admin queries and duties
* Fulfil reception duties:
  + Welcoming and directing visitors.
  + Notifying relevant staff/volunteers

**Person Specification – Centre Manager**

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| **Criteria** | **Essential** | **Desirable** |
| GCSE grade C or above Maths and English (or equivalent qualifications or experience). | **🗸** |  |
| Education to A Level or equivalent. |  | **🗸** |
| Knowledge and understanding of the issues of rape, sexual and domestic abuse, and its impact on society |  | 🗸 |
| Experience in Adult and Children’s Safeguarding processes and procedures |  | 🗸 |
| Willingness to undertake SARAC training both initially and ongoing | 🗸 |  |
| Willingness to attend external training and conferences etc. | 🗸 |  |
| Excellent verbal and written communication skills | 🗸 |  |
| IT skills – experience with Excel, Word, and other Microsoft programmes | 🗸 |  |
| Experienced in writing reports and producing statistical data | 🗸 |  |
| Ability to adhere to organisational policies and practices | 🗸 |  |
| Understanding of anti-discriminatory working principles and practices and of the importance of an ethos of diversity. | 🗸 |  |
| Ability to work individually and as part of a team | 🗸 |  |
| Ability to organise and prioritise own work | 🗸 |  |
| Experience of working within a team of paid and voluntary staff | 🗸 |  |
| Have a flexible approach to working hours including occasional evening and weekend work | 🗸 |  |
| Ability to concentrate within a busy office environment | 🗸 |  |
| Possess a full driving licence and use of own vehicle |  | 🗸 |