

VICTORIA CENTRE
JOB DESCRIPTION

POST OF: CENTRE ADMINISTRATOR

RESPONSIBLE TO: The Centre Manager

SALARY: £22,184 per year

HOURS OF WORK: 37pw – May include occasional unsocial hours

DUTIES:

1. Carrying out Administration functions as required by the Centre Manager.
2. To deputise for the Manager in his/her absence.
3. To provide administrative support, including action point minuting in support of the Manager and the Management Committee.
4. To oversee room hire, bookings and the oversight of efficient and cost-effective use of space for activities which benefit the community.
5. Line managing Reception staff, other employees, and volunteers as necessary.
6. To help create volunteer roles which help the Centre while also providing a fulfilling experience for the volunteers themselves. Inducting new volunteers.
7. Promoting equality of opportunity in each area of the Centre's activities.
8. Ensuring IT facilities for the Centre are efficient, cost effective and fit for purpose.
9. To help develop the work of the Centre in conjunction with Finance Officer & Centre Manager.
10. Any other responsibilities which might reasonably be required.

MAIN PERFORMANCE CRITERIA

1. Providing an effective and efficient range of agreed administrative services.
2. Effective in dealing with room hiring & hirers.
3. Actively increasing the level of community use of the Centre.
3. Aply involved in selection, support & supervision of volunteers
4. Effective in supporting the overall financial wellbeing of the Centre.
5. Working well as a team member, under the supervision of the Centre Manager.

6. Effective and reliable deputising for the Centre Manager.
7. Actively & demonstrably promoted equality of opportunity.

KEY REQUIREMENTS:

1. Qualification Level 2 or above in Administration.
2. Minimum 2 full-time years equivalent relevant work experience.
3. Excellent administration skills.
4. Some experience of managing/supervising staff/volunteers.
5. Ability to work well as a member of a team.
6. Good level IT skills, literacy, numeracy & communication skills.
7. Flexibility, determination, reliability.

Oct 2021