

JOB VACANCY

Community Wise is a well established and much loved community centre located in Ocklynge Road, Old Town Eastbourne. We are a registered charity and a company limited by guarantee and share our facilities with Living Stones Community Church. Everything we do is underpinned by Prayer. Currently we have a charity shop run by volunteers, and we organise a monthly village market. Hall bookings include Dance, Guides, Scouts, Artist Workshops, Choir, Parents & Babies/Toddlers, as well as several support groups and clubs. The Trustees have a vision to develop further the Centre and its Christian witness.

THE TRUSTEES FOR COMMUNITY WISE ARE SEEKING TO APPOINT A

P/T Centre Co-ordinator

This is a key role within the charity, which will involve the effective day to day coordination of Centre activities, its user groups and services.

We are seeking someone who is:

- **A prayerful and Bible believing Christian**
- **Experienced in reception admin and handling booking enquiries**
- **A welcoming personality with good organisational and people skills**
- **Competent in the use of technology and applications**

Applications are invited in writing before midnight on Sunday, 26th September 2021, by sending your CV with a covering letter, to:
The Trustees for Community Wise, 66 Ocklynge Road, Eastbourne, BN21 6PY,
or by email to sue@communitywise.org.uk

If you wish to discuss the role, please contact the Chair of Trustees, Clare Winter, by email at cfwinter4@gmail.com

JOB DESCRIPTION

Job Title: **PART-TIME CENTRE COORDINATOR**

Hours: Mon-Fri, 9am-1pm (20 hours) with some Saturdays and occasional out of hours availability

Responsible to: Sue Relf, Line Manager & a Trustee

Terms: £12 - £15 per hour, depending on experience

Probation Period: 6 months, thereafter 1 year fixed term contract, renewable

Employer: Board of Trustees

MAIN RESPONSIBILITIES

Reporting to the trustees, this key role involves the effective day to day coordination of Centre activities, its user groups and services.

MAIN TASKS

In fulfilling this role, the main tasks of the **Centre Coordinator** shall be:

1. **Coordinating the effective day to day running** of the centre and its activities
2. **Using** an existing system to ensure accurate up to date availability for room hire
3. **Overseeing the reception area**, taking bookings and supporting user groups
4. **Ensuring a Christian witness** by fostering relationships and welcoming visitors
5. **Nurturing and developing activities** through marketing and monitoring
6. **Liaising and communicating** with colleagues and supporting volunteers
7. **Assisting trustees** with grant admin and building compliance records
8. **Supporting** the implementation of any agreed projects and services
9. **Producing Activity Reports** for Trustees

HEALTH & SAFETY

In carrying out the above duties, it is the Centre Co-ordinator's responsibility to follow public health and safety guidelines at all times; and during COVID-19 restrictions, to monitor the proper use of PPE and social distancing requirements.

Signed: _____
Post holder

Employer (Trustee)

Dated: _____

Dated: _____

PERSON SPECIFICATION

PART-TIME CENTRE CO-ORDINATOR

Attributes	Details	Essential	Desirable	Evidenced
Personal qualities	Can bring the Christian faith to life in the everyday through prayer, Word, witness and action.	✓		
	Is a team worker, able to support volunteers, build trust, deal with problems and diffuse situations if they arise.	✓		
	Is self-motivated, pro-active and able to demonstrate resilience, reliability and flexibility.		✓	
Experience	Will have good experience of working in a similar role within a charity, business or public sector organisation.	✓		
	Will have some experience of grant administration, and report writing.		✓	
Knowledge	Will have some local knowledge, and an understanding of the charity sector and running projects	✓		
	Will have some understanding of budgeting and working with basic financial data.		✓	
Skills	Will be a good communicator, competent with technology and the use of business applications.	✓		
	Will be efficient, methodical and thorough. Pays attention to detail and can prioritise to work within deadlines.		✓	