



LONG BUCKBY
COMMUNITY CENTRE

Job Description

Job Title	Centre Administrator
Reports to	A designated Trustee of the Long Buckby Community Centre
Hours	10 hours per week
Hourly rate	£12.40 per hour.

Responsibilities:

The Centre Administrator is responsible to the Trustees of the Community Centre, to whom he/she has direct responsibility for the work described below.

With support from the IT Trustee the Administrator will be responsible for; responding to hirers enquiries (either email or via phone), and assist them with booking a room to match their requirements on the Centre's online Lemon Booking System, issue invoices at the end of each month and monitor their payment, chasing up late payments where necessary through the Lemon system (full training can be given). They will also be required to manage the occasional hirer room access process, which will involve showing prospective hirers round the centre, remotely accessing and updating our smart lockbox via an app, then liaising with the caretaker to ensure the hirer has returned the fob, the rooms have been left in a suitable condition and finally action any required deposit refunds.

In parallel, the Administrator will work with the Treasurer to manage and update our financial spreadsheets. This will involve setting up and transferring financial data from the Lemon Booking System, entering the monthly invoices, Direct Debit information, wages data and sundry expense data onto the Centre's spreadsheets and run reports as required by the Trustees. Experience in bookkeeping and proficiency using Spreadsheets is essential.

General administration will involve:- maintaining various registers relating to building access, a data entry monitoring system and associated door entry fobs. Monthly staff meetings with other Centre staff and a designated Trustee. Support to the fundraising trustee in the management of the various fundraising activities including the 200 Club which involves managing and maintaining a online subscriber list (scanning of signed forms and allocation of numbers), creating required account summaries and tracking and tracing subscriber payments prior to the draws.

The hours are flexible but the postholder will operate from the Office at the Centre for 2 hours each weekday. Some home working may be considered, using their own IT equipment (PC & mobile phone) with technical and IT support on the Centre's systems from the IT

Trustee. This role is for a maximum of 10 hours per week and whilst the hours can be flexible we are ideally looking for 10:00 to 12:00 each weekday when the Centre is at its busiest. Due to the nature of the work involved, it is beneficial that the Centre Administrator resides in Long Buckby village.

Training will be provided.

The successful applicant will be IT literate and proficient in the use of industry standard spreadsheet packages..

Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Educated to a satisfactory standard in order to communicate effectively, both written and spoken. • Computer literacy and working knowledge of ICT including using the internet and sending of emails. 	<ul style="list-style-type: none"> • Experience in using various smart apps including, Google Workspace (Gmail/Drive), Webex, Nest, Splashtop and Tuya
Experience of:	<ul style="list-style-type: none"> • Bookkeeping. • Google Workspace or equivalent 	<ul style="list-style-type: none"> • Bookkeeping • Customer service. • Pension schemes
Knowledge & understanding of:	<ul style="list-style-type: none"> • Knowledge of the local area and Long Buckby village. • The varied roles of all staff in the Community Centre. 	<ul style="list-style-type: none"> •
Skills:	<ul style="list-style-type: none"> • Deal with emergencies and problems in a positive and systematic manner. • Be aware of a small budget for resources. • Proactive and work on your own initiative. • Work alone showing good self- motivation. • Prioritise, plan, schedule and meet deadlines and evaluate work. • Organisational skills to process & manage bookings and changes as required. 	<ul style="list-style-type: none"> • ability to develop more efficient and cost-effective ways of working.
Personal qualities and attributes	<ul style="list-style-type: none"> • Flexibility. • Enthusiasm. • Loyalty, good timekeeping. • Discreet – able to maintain confidentiality. • Reliable, trustworthy and honest. • Demonstrates excellent social skills. • To be a passionate and proactive member of the Community Centre. 	

Physical Requirements	<ul style="list-style-type: none">• Fit and able to carry out duties	<ul style="list-style-type: none">•