



Community Centre Administrator and Bookings Secretary

Job Title:

Community Centre Administrator
and Bookings Secretary

Responsible To:

Community Centre Manager

Location:

Cutteslowe Community Centre, 31 Wren
Road, OX2 7SX

Hours:

24 hours per week (flexible working may be
considered)

Contract:

5 month contract

Salary Information:

£15.11 per hour (pro rata of £29,250 pa)

ABOUT THE CENTRE

Cutteslowe Community Association (CCA) supports local residents and aims to promote community engagement, advance education and developmental opportunities and enhance health and wellbeing. We work to promote social inclusion and diversity and support families and individuals in need; creating a safe and supportive environment for everyone. We work to reduce inequality within our community; providing opportunities and experiences for lifelong learning and skill development. Cutteslowe Community Centre is non-party in politics and secular in faith. It aims to benefit Cutteslowe and the surrounding district to help create a strong, resilient community where people feel empowered, supported, and connected.

PURPOSE OF THE ROLE

We are looking for an organised, friendly and reliable Centre Administrator and Bookings Secretary to support the day-to-day running of Cutteslowe Community Centre.

The successful candidate will be responsible for managing room and facility bookings, providing a welcoming point of contact for centre users, maintaining accurate administrative records, and supporting the Centre Manager and Board of Trustees with general administration.

This is a varied role that requires excellent organisational and communication skills, attention to detail, and the ability to work independently while providing a friendly and professional service to a wide range of community groups, organisations and members of the public.

MAIN DUTIES AND RESPONSIBILITIES

1. Bookings & Venue Administration:

- Manage the Centre's room and facility bookings, working closely with the Treasurer, Bookings Secretary and Centre Manager.
- Deal with booking enquiries from community groups, organisations and members of the public.
- Liaise with hirers to confirm their requirements and ensure appropriate arrangements are in place.



- Manage and organise keys for Centre users and hirers, ensuring keys are issued and returned appropriately.
- Work closely with hirers to support the smooth running of their activities and respond to their practical needs.
- Keep the Centre's booking information, timetable and noticeboards up to date.
- Meet with Trustee responsible for marketing monthly to discuss website, noticeboards, timetables and online information to ensure that information is accurate and current.

2. Financial Administration

- Prepare and issue monthly invoices for room and facility hire.
- Maintain accurate records of bookings and invoicing.
- Liaise with hirers regarding invoices and payments where necessary.
- Report any outstanding payments or financial issues to the Centre Manager.

3. Marketing & Promotion

- Manage the Centre's social media presence and promote its activities and services.
- Undertake appropriate local and community marketing to raise awareness of the Centre.
- Ensure information about activities, events, classes and facilities is communicated clearly and regularly.
- Promote the Centre as a welcoming and accessible resource for the local community.

4. Community Events & Activities

- Support the Centre Manager in the planning and delivery of community activities and events. Assist with practical arrangements, promotion, bookings and administration for events.
- Work with volunteers and community groups to ensure activities run smoothly.

5. Supporting Community Groups

- Provide support to groups and activities delivered directly by the Community Centre.
- Liaise with groups to understand their requirements and help them make effective use of the Centre's facilities. Assist groups with practical arrangements and resolve issues where possible.
- Develop positive and supportive relationships with regular Centre users.

6. Health & Safety

- Carry out regular Health and Safety checks within the building.
- Identify and report any hazards, defects or maintenance issues to the Centre Manager.
- Ensure that concerns relating to the safety of Centre users are dealt with promptly.
- Support the Centre Manager in maintaining a safe environment for staff, volunteers, hirers and visitors.

7. Teamwork & Community Environment

- Work positively with other staff and volunteers to support the effective running of the Centre.
- Contribute to creating a friendly, welcoming and inclusive environment.
- Help ensure that the Centre is accessible



and welcoming to people from all sections of the community.

- Support colleagues and volunteers as required to deliver the Centre's activities and services.
- Undertake other reasonable duties that support the effective operation of the Community Centre.

PERSON SPECIFICATION

The successful candidate should demonstrate:

- Good organisational and administrative skills.
- Excellent communication and interpersonal skills.
- A friendly, approachable and helpful manner.
- The ability to work with a wide range of people and community groups.
- Good attention to detail and the ability to keep accurate records.
- Confidence using email, social media and basic computer systems.
- The ability to manage several tasks and priorities at the same time.
- Reliability, flexibility and the ability to work independently.
- A positive and practical approach to solving problems.
- An understanding of the importance of creating an inclusive and accessible community environment.

GENERAL

The duties outlined above are intended to describe the main responsibilities of the role. They are not exhaustive and the post holder may be required to undertake other reasonable duties consistent with the nature and level of the position.

The Community Centre is committed to providing an inclusive, welcoming and accessible environment for the whole community. If you share this vision we look forward to receiving your application!

Application Closing Deadline:
Friday 16th October

Applications to be submitted to:
stephjankovic.cca@gmail.com

Interview Date:
Friday 23rd October

For queries or additional information please contact Centre Manager Steph Jankovic at:
stephjankovic.cca@gmail.com.

