



Post Title: Management Assistant

Part-time - 20 hours per week

Salary £17550 - £21450 pro-rata (based on 37½ hour week) depending on qualifications and experience.

The Charles Booth Centre is a local community centre for Thringstone, Whitwick and surrounding villages. It is a vibrant, welcoming and well-maintained building that offers high quality facilities. A wide range of community activities and services are delivered from the Centre and take place throughout the day, evenings and weekends. The centre has been recognised by the local authority as a Community Hub offering services during the pandemic.

The Charles Booth Centre strives to be first class in everything we do. We want people who are insightful and inspiring to be part of our team. To achieve our goal, we want to build our team with people who are passionate about delivering the highest possible level of performance in everything that they do - people who are open to ideas, to collaboration, to challenges and to new ways of thinking.

The Management Assistant will carry out their day-to-day work at the centre. It is important that the appointed person is able to provide a friendly, welcoming environment, enhancing visitors' experience of the Centre.

This post will be subject to an enhanced DBS disclosure

Accountable to: Business Development Manager

Location: Thringstone House, The Green, Thringstone, Leics.

Duties:

The duties of the Management assistant fall under 4 main areas:

Office management

- Create a welcoming and inclusive environment, answer visitor enquiries in person, via email and phone, take bookings when necessary and show people around the Centre.
- Ensure any messages are prioritised and delivered to recipients in a timely manner.
- Liaise with the Caretaker to ensure that the Centre is presentable, including the office, notice boards and kitchen, and ensuring rooms are prepared for different activities by providing notice of regular and one-off bookings.

Publicity

- Help to create publicity material for events in the form of posters, flyers and electronic media.
- Work with the Manager to keep the Centre's social media platforms and website up to date and effective.

Finance

- Work with the Manager to deal with all invoicing of Centre users and ensure that the annual changes in fees and charges are communicated to all user groups and outside agencies.
- Arrange prompt payment of bills and other outgoings and ensure utility contracts are maintained as appropriate.
- Maintain accurate financial records including input into accounting software, reconcile monthly balance sheets and year end summaries.

Charles Booth Centre, Thringstone House, The Green, Thringstone, Leicestershire, LE67 8NR

Registered Charity Number 1166944



Admin/filing/invoicing

- Provide administrative support, maintain office systems including manual and computerised filing and ensuring efficient collation, storage and retrieval of information.
- Maintain the Centre's booking system for events and the ticket booking facility, scheduling appointments and coordinate meetings and room bookings.
- Attending meetings where necessary, take minutes and collate and distribute information in a timely manner.
- Carry out other administrative tasks as required, including sorting incoming and outgoing post, photocopying, laminating, ordering supplies and ensuring office equipment is in full working order.
- Other duties as necessary to fulfil the needs of the Centre.

Essential criteria

- Good standard of general education to GCSE standard in English and Maths
- Previous experience working in an office environment for a minimum of three years
- Computer literate with proficiency in use of standard computer packages including Microsoft Word, Powerpoint and Excel
- Effective communication skills both written and oral
- Ability to work well with figures, take payments and maintain spreadsheets
- Competent user of social media packages
- Enthusiastic and motivated approach
- Patient and able to work collaboratively in an environment with people of all ages
- Excellent organisational skills with ability to prioritise
- Ability to use discretion and maintain confidentiality
- Must be able to demonstrate a flexible approach including working occasional evenings and weekends as necessary

Desirable criteria

- NVQ Level 3 in Business Administration or equivalent
- ECDL qualification or equivalent
- Experience of using accountancy software
- Ability to maintain websites

Other information

- Holiday entitlement is 21 days plus Bank Holidays
- There will be a three month probationary period
- Relevant training will be provided
- Statutory redundancy pay and notice period will apply
- Appointment will be subject to satisfactory references

Start date

Flexible but ideally early - mid July 2021

Application

Send your CV and cover letter to hello@charlesboothcentre.org.uk to arrive by 5pm, Fri 28th May 2021