



Love's Farm House Administrator

Job Description

Job Title:	Love's Farm House Administrator
Pay:	£10 per hour
Hours:	15 hours per week, mostly spread across Monday to Friday mornings (however flexibility is essential and there will be a requirement to work some overtime)
Holiday:	5.6 weeks per annum pro-rata (84 hours holiday)
Location:	Love's Farm House, 17 Kester Way, Love's Farm, St Neots, PE19 6SL
Responsible to:	The Trustees of Love's Farm Community Centre CIO
Reporting to:	The Chair of the Trustees of Love's Farm Community Centre CIO (LFCCC)
Police Check:	Enhanced DBS

Background

Love's Farm House (LFH) is a purpose-built community centre which opened in October 2015. The building is owned by Huntingdonshire District Council and managed by Love's Farm Community Centre CIO (LFCCC), a charity run by local volunteers. As activities build and business grows, the trustees of LFCCC are seeking to appoint an LFH Administrator to share in the work of running LFH, most of which is currently being carried out by volunteers.

Post summary

The Administrator will be at the heart of LFH, providing a friendly and welcoming "face" and responsible for its day-to-day operations. They will ensure LFH operates in a legal, safe, effective and efficient way and will contribute significantly to its short- and long-term goals. An efficient innovator, problem solver, communicator and team player, the Administrator will be expected to work with the trustees of LFCCC, local volunteers and other employees of LFH (currently a part-time caretaker and three part-time bar staff) to maintain and further develop our current customer base, and help the community centre thrive.

Key responsibilities and duties

Communications

- Operate a bookings' system for all LFH activities.
- Maintain and develop use of social media, printed literature, website and other communication tools.
- Welcome and assist groups and individuals using LFH.
- Explain policies, procedures and safety information for LFH users.

- Obtain and act on regular feedback from Hall users.
- Produce regular reports for the trustees of LFCCC and others, attending meetings if and when required.

Financial

- Raise LFH Standard contracts and invoices for hirers and track and chase payments.
- Ensure that all financial transactions and cash handling systems are properly supervised and effectively managed and recorded.

Care of the building

- Ensure the preparation, clearing and cleaning of the building for all users when you are on duty, moving furniture as required.
- Ensure high standards of the physical condition of the building, furniture and equipment, undertaking regular checks and taking appropriate action to report, maintain and arrange the repair of items as required.
- Operate the heating and lighting systems, monitoring use and promoting energy conservation on site.
- Ensure a high standard of Health and Safety, including evacuation procedures and regular building checks.

General responsibilities

- Work with LFH casual staff, contractors and volunteers directly engaged in projects initiated by LFH, including events planning, promotional activities and attending community events.
- Be aware of, and comply with, LFH's policies and procedures on Health and Safety at Work by ensuring safe working practices and reporting any accidents and/or unsafe or hazardous conditions to the trustees.
- Be responsible for identifying your individual training and development needs in discussion with your line manager. Participate in any training and development activities identified and agreed as relevant.
- Carry out any other mutually acceptable duties as required by the trustees of LFCCC from time to time in accordance with the aims of LFH.

Development Role

- Encourage recruitment of suitable volunteers to assist with LFH activities.
- With the trustees of LFCCC and other volunteers, coordinate the organisation and promotion of events at LFH.
- Liaise and develop links with organisations and individuals within the local and wider communities.
- Promote appropriate commercial and community use of LFH, in collaboration with the trustees of LFCCC.
- Maintain a high profile for LFH in the local and wider communities.

Note: this job description may be reviewed and is subject to change. It should not be assumed that the content and reporting lines will remain the same indefinitely.

Love's Farm House, June 2016