

## **Minehead Eye Centre Assistant**

**25 – 40 hrs per week**

**£19,760 - £21,840 (pro rota – depending on experience)**

<b>Job Title:</b>	Centre Assistant
<b>Reports to:</b>	Senior management team
<b>Employer:</b>	Minehead Eye, 1A Mart road, Minehead, Somerset, TA24 5BJ
<b>Hours of work:</b>	Negotiable between 25-40 hours per week. Regular hours likely to include a weekend day and evening
<b>Pay:</b>	£19,760 - £21,840 (pro-rotta). Salary offered varies on experience

### **Overview**

To support and deliver activities within the centre which lead towards the organisations long term health and well-being outcomes. To work within the centre and become a core team member of the Minehead Eye, working across all areas of the organisation and developing Minehead EYE as a youth and community centre. To encourage young people and community groups to participate in positive activities and to enable young people to build strong links with their local community.

### **Main Purpose of Job**

1. To work within all areas of the Minehead Eye centre. This will include the reception, café, office, skatepark and activity areas.
2. Support and deliver the day-to-day activities at the centre, ensuring that policies and procedures are adhered to.
3. To work with the centre manager to maintain the centre's appearance and hygiene (i.e. cleaning down areas, movement of equipment, setting up spaces).
4. To help deliver a varied programme of activities for young people and communities.
5. Working in participation with young people to ensure their ideas contribute fully in the planning and delivery of sessions, projects and activities.
6. Ensuring that all equipment is properly maintained and replaced where appropriate.
7. Support the smooth running of the facilities, taking appropriate action or making recommendations when necessary.
8. Assist the coordination of special events, conferences, meetings, externally led courses and classes and other activity at Minehead EYE
9. To be flexible and available to work during the centre's regular opening hours (this will include some evening and weekend work).

## Main Duties

- To show excellent customer service and safeguard the users of the facilities we provide.
- To potentially become a key holder for the building and obtain a responsibility for the alarm system in place.
- To take some day-to-day financial responsibilities such as the use of till, petty cash and cashing up.
- Work within Minehead EYE's policies including Health and Safety and Equal Opportunities.
- To hold a driving licence or have the ability to travel to different areas in West Somerset when required (youth clubs).
- Responsible for ensuring that the purpose and philosophy of Minehead EYE is upheld and the level of activity delivery is maintained.
- Daily tasks can include, planning, setting up and delivering activities, keeping equipment up to the standards required, serving in the café, setting up rooms for room hire, welcoming customers to the centre, cashing up, cleaning and maintaining standards.
- The work can involve some manual handling.
- Undertaking any other duties, temporarily or permanently consistent with the basic objectives and/or main duties of the post.

## Personal Development

- If appointed the post holder is required to work towards a work qualification within 2-3 years. A level of Minehead Eye support is expected to progress with these expectations.
- The contracted hours include a requirement to attend team and other meetings, supervision and training which will be notified in advance.
- All Minehead Eye staff are expected to have regular appraisals and attend a diversity of relevant training opportunities, when possible, which could include safeguarding, first aid, food hygiene and Enhanced DBS check.

## Terms and Conditions

**Hours of work** Negotiable between 25-40 hours per week. This will include some evening and weekend work)

**Pay** £19,760- £21,840 (depending upon experience and/or qualifications)

**Annual Leave** 28 days per annum

**Contract:** Permanent

**Termination** The appointment will be terminable on either side by giving 1 months notice

**Other:** The post requires an enhanced DBS check and is subject to satisfactory completion of a six-month probationary period

**Closing date:** 6<sup>th</sup> May

**Interview date:** 17<sup>th</sup>/18<sup>th</sup> May