

Job description

Administration & Centre Assistant

25 – 40 hrs per week

£13,312 – £25,000 (pro rota – depending on experience / apprenticeship)

Job Title: Administration & Centre Assistant

Reports to: Centre Manager

Employer: Minehead Eye, 1A Mart road, Minehead, Somerset, TA24 5BJ

Hours of work: Negotiable between 25 to 40 hours per week – centre open 7 days a week (1 – 2 evenings and a weekend day included)

Pay: £13,312 - £25,000 (Pro Rota)
Salary offered varies on experience / apprenticeship

Overview

To become an active member of the Minehead Eye team and to support the day to day work and administration of Minehead EYE as a youth and community organisation. Provide administrative and reception skills along with assisting with the centre's day to day tasks as needed including; reception, café, centre opening and cleaning down.

Main Purpose of Job

To be one of the first points of contact and therefore representative of Minehead Eye and provide administrative support to employees and managers as appropriate and agreed. Supporting the efficient administration of the Minehead Eye office along with marketing opportunities.

To work with the manager to manage all the systems and ensure they are run efficiently and effectively

To be a full member of the EYE team, and offer flexibility with the role. Supporting the daily workings of the eye in all areas as needed. E.g. opening the building, preparing for customers, serving in the café, end of day cleaning etc.

General Duties

- To carry out general office and administrative duties, answering the phone, answering emails, preparing of reports, management of our database and booking system, online calendar, filing and mailing.
- Ensuring good communication with all the organisation's stakeholders, ensuring good practice in equality, diversity and fairness.
- Assisting with hospitality for visitors in the office and centre.
- To support with the overseeing of health and safety audits, safeguarding procedures and bookings for the organisation.

- To support the preparing and reviewing of its policies, procedures and risk assessments and report creation
- Keeping up to date records of training
- Supporting with general marketing tasks such as creating content for social media, promotion of activities, clubs and events, implementation and creation of monthly newsletters, new publicity material and other literature.
- Organising photo library and assisting in its expansion.
- Supporting financial processes for example uploading receipts, organising invoices due.
- Use of till and cashing up where needed
- Encouraging the active use of the centre by the wider community including community groups whilst ensuring that the main focus on young people is not lost
- Ensuring that all office equipment is properly maintained and replaced where appropriate.
- To be flexible to work during the centre's regular opening hours if required. Undertaking any other duties consistent with the basic objectives and/or main duties of the post.
- Assisting with the centres day to day working including, reception work, serving in the café, cleaning where needed.

Assist with other administrative tasks as required.

Development

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.

If appointed there is the opportunity to undertake a Level 3 Business Administration qualification. This can be done as an apprenticeship and as such we welcome applications from those with administration qualifications and experience but also those with limited experience as full training can be given. There are training opportunities with all job opportunities and a level of Minehead Eye support is expected to progress with these expectations.

Terms and Conditions

Hours of work: Negotiable between 25-40 hours per week. Involving evenings and a weekend day commitment

Pay - £13,312 – £25,000

Annual Leave: 28 days per year

Contract type: Permanent

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

Closing date: 5pm, Sunday 15th December 2024

Interview date: Wednesday 18th & Thursday 19th December 2024

