



Old School Rooms: Clapton Park United Reformed Church Temporary Office Administrator

Job Purpose

The postholder will provide administrative support to the Centre Office. You will undertake a range of administrative tasks to ensure the smooth running of the Church and Centre's work in the local community.

Main Tasks of the Job

Bookings

1. Dealing with bookings: responding to enquiries, taking single bookings and liaising with relevant staff on lease and block bookings. Managing the office diary and maintaining accurate records of bookings (using google calendar).
2. Ensuring that practical arrangements for bookings are in place:
 - Supporting and working with the Caretaker and Cleaner to ensure that the venue is properly prepared for each event and cleared and cleaned after each event;
 - ensuring that caretaker is in attendance during each event;
 - undertaking post hire arrangements such as release of deposits, and monitoring feedback and user satisfaction.
3. Assisting in ordering and monitoring stocks of office and general supplies.
4. Supporting the Centre team in promoting use of the building, including regularly updating promotional material.

Financial Administration

5. Handling incoming and outgoing payments and deposits from hirers and contractors as well as petty cash.
6. Raising invoices for bookings and supporting the bookkeeper in the administration of payments (using Xero accounting software)

Relationships

7. The Administrator is line-managed by the Centre Manager. The post supports the Centre Manager in working to develop a strong and effective team, to follow best management practice and to help in keeping documentation for staff up to date.
8. Supporting Centre Manager and other relevant staff in co-ordinating and maintaining communication between staff team, building users and volunteers.
9. Work with any volunteers involved in helping out in the running of the building.



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General office tasks

10. Manage telephone calls and other correspondence (emails, letters etc) and other general enquires from the public.
11. Maintaining and keeping all office files up to date.
12. Support the church and board of trustees in any administrative tasks required.
13. Participation in regular team meetings and other events including training when required.
14. Other duties as the post develops and as required in particular situations such as community events.

Scope of the Job

1. The staff of CP URC have the crucial role of representing the aims, values and vision of the organisation in practice. We want to ensure that the building is a welcoming and inclusive place as well as well managed for all users and visitors.
2. All staff share a responsibility to ensure that day to day security measures are followed and that health & safety compliance is up to date and relevant.
3. Working for a small charity-based organisation places many demands on all staff: the building welcomes over a thousand users every week from many different backgrounds and interests. The workplace can be frenetic and requires dealing with many things at once: multi-tasking and flexible working are essential.
4. The Church's premises consist of the Round Chapel Old School Rooms and the Manse (currently leased by Hackney Winter Night Shelter), both in Powerscroft Road. The Old School Rooms are the primary focus of this post, both as an asset to be used to generate income, and as a valuable inheritance to be cherished and passed on to future generations.
5. The organisation has an annual turnover of around £300K. The Administrator must have a sound understanding of maintaining the administrative aspects of a small charity or business of comparable size and experience of making accurate use of relevant software (such as Microsoft packages, Xero accounting system).

Person Specification

Personal Qualities

The Administrator must display the following qualities and experience:

- Good interpersonal skills. Ability to be friendly and welcoming. Able and willing to relate to a diverse range of people. Able to work as part of a team.
- Trustworthy, reliable and tolerant. Calm demeanour.



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- Ability to communicate well orally and via written media with a wide range of people. Good listening skills.
- Ability to prioritise and use initiative. Resourcefulness. Clear thinker.
- Keen for new experience, responsibility and accountability. Willing to pitch in and help out when the need arises.
- A strong desire to serve the local community and must be sympathetic to the aims and values of the Round Chapel Community Projects and the work of CPURC.

Specific Skills

Essential:

- Good general experience of using computers and IT in an office environment.
- Good attention to detail and an organised approach.
- Experience of working with the general public.
- Highly accurate data entry skills.
- Knowledge of Microsoft Office, particularly Word, Excel and PowerPoint.

Desirable:

- Knowledge of Xero accounting software or equivalent.
- Website maintenance.

Terms and conditions

Location: Round Chapel Old School Rooms
Clapton Park United Reformed Church
2, Powerscroft Road
London, E5 0PU

Hours: Part time: 12 hours a week

Unsocial hours: The post holder must be prepared to occasionally work unsociable hours, e.g. to attend meetings in the evenings; to respond to issues relating to evening and weekend bookings.

Salary: £22,000 pro rata p.a.

Annual leave: 21 days p.a. plus public holidays pro rata.

Reports to: Centre Manager, representing the trustees.

Appointment: This appointment is temporary until the end of February 2020. There will be a probation period of one month and the post will be reviewed in December 2019.



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Temporary Office Administrator**

Further information

For background to working for CP URC see our web site: www.theroundchapel.org.uk

To discuss any aspects of the post please contact the Centre Manager (Joe Walker) on 020 8533 9676.