

## Receptionist/Administrator for Jubilee Community Church

Jubilee Community Centre is currently looking for someone to serve the local community as a part of our friendly and hardworking team, to work on our reception desk and carry out some administrative tasks.

We currently have 2500-3000 people coming in and out of our building each week. We have a large range of groups that use us from the Foodbank, trampolining and gymnastics group to a children's nursery. We are looking for someone to help make the centre run smoothly and be a welcoming face for the public.

Applicants are invited to send their CV to [hannah@jcceg.co.uk](mailto:hannah@jcceg.co.uk) no later than Friday 6<sup>th</sup> January. Shortlisting will take place on Wednesday 11<sup>th</sup> January, and interviews will be scheduled for Wednesday 18<sup>th</sup> January.

### **Main tasks and responsibilities**

- Greet the users of Jubilee Community Centre with a smile,
- Using the booking system to direct people to the correct areas of the building,
- Assist the centre manager to facilitate the smooth running of the centre,
- Receiving and transferring phone calls and taking messages when required,
- Keeping the reception desk and foyer area clean and tidy, and reporting any maintenance issues to the centre manager,
- Providing refreshments to visitors when required,
- Ensuring that the café areas and kitchen are clean, tidy and presentable,
- Checking the toilets are tidy, occasionally replenishing toilet roll and hand towels if required,
- Ensuring that the coffee machine is clean and replenished,
- Occasionally showing potential hirers around the building,
- Dealing with and disposal of lost property,
- Adjusting room temperatures for hirers when requested,
- Taking money for the bookshop sales and taking book orders,

**Additional tasks and responsibilities** – to be delegated dependant on the successful applicant's ability

- Occasionally setting up rooms for bookings when required,
- Ordering stationary supplies when required,
- Ordering refreshment supplies,
- Distribute in-coming post,
- Arranging cover for the desk when required
- Occasionally locking and unlocking the building when required,
- Chasing outstanding invoices,
- General administration, communications or finance tasks to support the church, to be agreed with the Head of Administration and Logistics depending on the successful candidate's abilities and capacity. This could involve tasks such as sending standard letters to newcomers, arranging welcome lunches, assisting with weekly newssheets, helping to co-ordinate large church events, handing petty cash etc.

### **Essential qualities**

- Excellent people skills,
- Friendly, polite and flexible,
- Ability to follow instructions, but also to use own initiative when required,
- Good communication skills,
- Hardworking, efficient and reliable,
- Ability to work independently and as part of a team.

### **Desirable qualities**

- Basic IT skills,
- Experience dealing with the public,
- Receptionist or administration experience.

### **General Staff Engagement**

- Frequent attendance at staff coffee
- Participation in staff training events

### **Other**

- An Enhanced DBS check will be required,
- This post does not have a Genuine Occupational Requirement (GOR) that the appointee must be a committed Christian with a lifestyle consistent with the Christian faith. However, the successful applicant must be sympathetic to the Christian faith, willing to comply with the church's values when dealing with the public and assist with various church based tasks and events,
- Candidates should be aware that due to the growth of the church and the centre, and the nature of church life, all roles at the church require a high level of flexibility.

### **Line Management**

The successful applicant will report to the centre manager.

### **Expected hours**

25 hours per week. Working week to include Monday 10am to 1pm, Tuesday 12pm-5pm, Wednesday 9am-5pm, Friday 9am-6pm. Please note that these hours can be flexible assuming suitable cover can be found. This post is suitable for a job share.

### **Hourly pay**

£7.82 per hour.