Community Centre Officer

## Details

**Accountable To:** Facilities Manager

**Based at:** Home based / Central Community Centre

**Salary:** £12 per hour

**Hours:** 5 per week

## Key Deliverables

* Ensuring all bookings for Central Community Centre (CCC) can be made and invoiced efficiently
* Marketing CCC to ensure the space is well used and delivers maximum income to the Trust
* Managing Expenditure and preparing reports for the Board of Trustees

## Role Profile

Ensuring all bookings for CCC can be made and invoiced efficiently

* Reviewing incoming post and emails to CCC
  + Passing on to Board of Trustees as required
* Responding to queries from public about bookings
  + Providing price quotations
* Confirming bookings
  + Taking details
  + Adding to public calendar
  + Removing from calendar if cancelled
  + Confirming requirements week before
  + Placing food / drink orders
  + Setting up room & ensuring access
* Managing Client Invoices
  + Raising Invoices
  + Reconciling against Bank statements
  + Chasing for non-payment
  + Emailing receipts

Marketing CCC to ensure the space is well used and delivers maximum income to the Trust

* Making recommendations on price
* Building great relationships with local Corporate Partners
* Advertising as a local community space
* Evaluating success of advertising and refining plan
* Working with Trustees and Community Development Worker to identify new opportunities for grant funding / users
* Contributing to Social Media with Community Development Manager
* Taking photos and case study information
* Preparing up to date marketing information including leaflets, posters and advertising copy for online directories
* User feedback
  + Undertaking user feedback and compiling reports for Board
  + Gathering User Feedback for grant funders as required

Managing Expenditure and preparing reports for the Board of Trustees

* Managing Expenditure
  + Managing against a prepared budget
  + Checking invoices
  + Supplying information e.g. Meter Readings
  + Paying invoices up to authorisation level
  + Ordering supplies as required
* Preparing Monthly Reports for Board Meetings
  + Income and Expenditure
  + Usage (Occupancy)
  + Highlighting key Opportunities / Challenges