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