

Women's Community Matters

Job description

Centre Co-ordinator (WCM 004)

Job title: Centre Co-ordinator

Responsible to: Senior Officer

Base: Women's Community Matters, Barrow

Start Date: 6th June 2016

Salary: £19,500 (payable pro rata)

Hours: 30 hours per week

Contract: Permanent position subject to successfully passing a Probationary Review at the end of a 3 month period

Please note that this post is open to women only under the Equality Act 2010, Schedule 9, Part 1.

General Description

We are looking to recruit a skilled professional into the service to expand and develop the range of opportunities available to women at our Centre. The post will involve taking responsibility for the day to day management of the Centre. The successful applicant/s will work closely with other members of staff, volunteers and other organisations as appropriate. The additional needs of our clients may be around issues of mental wellbeing, substance misuse, involvement with the criminal justice system, other risk taking behaviour and experiences of domestic violence/abuse.

Primary Objectives

- To have day to day responsibility for the smooth running of the Women's Community Matters Centre, including reception services; day to day financial matters; administrative duties and the use of the building, rooms and their upkeep.
- To liaise with the Project Development and Delivery Managers and the Senior Officer to facilitate the above.
- To work within the context of the Women's Community Matters philosophy and strategic and business planning, as determined by the Senior Officer and Board of Trustees.

Primary Duties

- To have day to day responsibility of the practicalities involved in ensuring the smooth running of the Women's Community Matters Centre.
- To ensure the reception area is staffed and running well including, but not limited to, fielding calls; signing in/out; managing visitors to the Centre; basic building security; training of reception volunteers.
- To have day to day responsibility for general financial transactions such as managing petty cash. Also assisting with the organisational budgeting and accounts in support of the Senior Officer.
- To work with the Senior Officer to develop and monitor budget/s to facilitate Centre management.
- To develop and co-ordinate appropriate administrative systems and procedures to support the management of the Centre and the organisation as a whole in liaison with the Senior Officer.
- To co-ordinate the smooth day to day running of the building including room bookings; organising cleaning rotas; ensuring the building is fit for purpose i.e. identifying and

commissioning basic maintenance in liaison with the Senior Officer.

- To work with the Senior Officer to produce, implement and monitor the business and strategic planning around the Centre management.
- To co-ordinate and ensure the monitoring of visitors to the Centre; room use and other items as appropriate in liaison with the Senior Officer.
- To undertake the day to day supervision of staff and volunteers working on Centre management.
- To provide coordination, line management and supervision to staff and volunteers working on Centre management. This may include apprentices/students for example.
- To ensure appropriate systems, procedures and record keeping are in place to facilitate the best use of the Centre and the smooth running of the organisation as a whole.
- To ensure effective communications between staff, volunteers and other service providers within the Centre, specifically with regards to your Centre responsibilities.
- To promote the involvement, voice and feedback of the women using the Centre.
- To promote equality and diversity across all aspects of Women's Community Matters and the Centre.
- To contribute to all Health and Safety related matters and ensure compliance with all relevant Health and Safety policies and procedures. Remembering that Health and Safety is the responsibility of everyone in the organisation.
- To promote Women's Community Matters as a valuable resource for women with complex needs.
- To work with a broad range of voluntary and statutory agencies and key partners in promoting and developing the Centre.
- To engage with national and regional organisations and partnerships in relation to the Centre.
- To attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Senior Officer.

To apply for any of these posts please send your completed application form to:

Rebecca Rawlings, Senior Officer
Women's Community Matters
Suite1, 22a Duke Street, Barrow-in-Furness, Cumbria. LA14 1HH
01229 311102

You may also send your application by e-mail to: jobs@womenscommunitymatters.org

Please note: the closing date for receipt of all applications is Monday 2nd May 2016 at 12 noon. Interviews will take place on 9th, 10th, 11th, 12th and 13th May 2016. The start date for all posts is Monday 6th June when a group induction will take place.

Additional Information

An offer of employment will be conditional on completion of an Enhanced Disclosure & Barring Service check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Women's Community Matters complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Having a criminal record **will not** automatically exclude you from working for our organisation. Please ring and ask us for a copy of our policy relating to this or for more information if you are unsure.