



**We are seeking a trustworthy, bright, friendly person who will promote & help enhance the centre at all times by giving a high standard of customer service and taking responsibility for the Centre as a whole. That person will ideally have some public facing experience and some office experience, particularly with Word and Excel.**

**We will not discriminate on any grounds but make a decision based on individual merit, flexibility for differing hours and suitability to the tasks in hand. We will offer suitable training for the role.**

Key Duties :

1. Opening Up /Locking up – act as a keyholder, checking premises on arrival and departure to ensure everything in good order
2. follow Health & Safety instructions, including cleaning procedures to help maintain COVID security
3. act as receptionist at Reception, in a friendly and helpful, confident manner
4. developing good relationships with all visitors and users
5. Administration
  - a. Sort and open post and emails
  - b. Answer telephone, taking bookings and dealing with queries
  - c. Help maintain notice boards
  - d. Help maintain electronic data base.
  - e. entering details on a database
  - f. Deal with payments, following the financial procedures.
  - g. Interact with users, advising them of activities
6. Be able to move some tables and chairs in the building when necessary
7. Be flexible to attend one users or tutors meeting per year and a staff meeting approximately monthly (time payable)
8. Any other task reasonably requested by the Management Committee

Hours : Be flexible to work a variable number of hours each week, covering other staff holidays when required. All hours will be on a pre agreed weekly rota. Hours will be paid on a nil hours basis, as the hours can be very variable. Hours will be paid monthly with holiday and pay at national standards. The ability to be flexible about hours is a key requirement of this post.

*Note : Over Christmas period (2 week shutdown) and in summer holidays there may be no hours available but most weeks will involve 4 hours minimum; but may be as much as 30 hours on rare occasions. These hours may occur between 8.00am and 10.30pm and will include some evening and Saturday hours.*

**To apply : send your CV and a covering letter to [info@braintreecommunitycentre.org.uk](mailto:info@braintreecommunitycentre.org.uk)**

September 2020

**Braintree and Bocking Community Association**

"Hollywood" 19-21 Bocking End, Braintree, Essex, CM7 9AH

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