



The Bridgelink Centre

Centre Administrator - Job description

15 hours part-time (3 hours Mon-Fri)

Overview:

Ivybridgelink is the charity responsible for The BridgeLink Community Centre on the Ivybridge Estate in Isleworth. We are seeking a highly organised administrator to oversee the day to day running of the centre. This post will support IvybridgeLink's mission to promote learning and educational achievement, encourage pathways into employment, support healthy lifestyles and emotional well-being, offer opportunities for recreation/leisure activities and build a positive sense of community.

We are an inclusive employer employing staff who are unable to work full time. This is a job share role where roles are divided by strength of skills. There will be a combination of divided responsibilities with some shared responsibilities. You will be working as part of the team alongside the finance and caretaker roles.

Key responsibilities

- Ensuring the centre is fit for purpose and oversee the safety and maintenance of the centre ensuring compliance with all related regulations and licences, including daily building-wide inspections for changes and damage.
- Maintaining a safe environment with adequate lighting, signage, and disability access including drafting and updating emergency plans and evacuation procedures.
- Oversee all building management correspondence and queries, ensuring timely responses and resolutions. Act as a point of contact for enquiries.
- Manage all related administrative duties including risk assessments, plans, checklists, tests etc. and ensure filing systems are in place.
- Work with trustees on relevant policies and oversee health and safety schedules. Supporting the implementation of policies and procedures.
- Scheduling regular building maintenance and liaising with contractors and Hounslow Council regarding the maintenance and repair of the centre. Overseeing contractors and following up on completed and outstanding jobs.
- Be on-call as second key holder in the event of emergencies.
- Support the accommodation of events where required including some occasional out-of-hours events or activities.
- Attend relevant training and meetings.

- Promote a commitment to the Centre's Equalities, Diversity & Inclusion policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the charity as determined in its mission statement.

Person Specification:

- Significant experience of the day to day management of premises.
- Demonstrate excellent administration skills including IT skills, including Microsoft Excel, Word, PowerPoint and Outlook. Experience of using other Microsoft Office apps is desirable.
- Proven numeracy skills.
- Demonstrate excellent communication skills, both verbal and written and in person with experience within a customer-facing environment.
- Excellent organisational skills, good time management and the ability to work to deadlines.
- Excellent interpersonal skills and the ability to make people feel welcome, promote good partnerships and resolve sensitive issues with diplomacy.
- Ability to work flexibly as a member of a team as well as work on own initiative
- Knowledge of health and safety requirements for premises, and previous experience of implementing good practice around health and safety.
- Understanding of and commitment to equality, diversity and inclusion.
- Understanding of and commitment to safeguarding of children and adults in a community setting.
- Understanding of and commitment to a greener and sustainable environment.

Personal Attributes

- An interest in community work and the voluntary sector.
- The ability to keep calm under pressure and provide solutions.
- A practical hands-on approach coupled with a collaborative attitude.

Application Details

This role is managed by the Community Partnerships and Projects Manager.

Salary: **£29,583 - £31,440 pro rata** fixed term contract plus pension contribution (initially 1 year with a possibility of extending).

15 hours a week (3 hours a day Mon-Fri)

The role is subject to a DBS check.

To apply please complete the Job Application Form available from kuldip.sandhu@bridgelink.org.uk

Closing date for applications: midnight Sunday 3rd November 2024