

ADMINISTRATOR NEW GREEN CENTRE

Venue: Office within New Green Centre 01359 232439

Office Hours: Monday – Friday mornings from 9am – 1pm and occasional ‘after hours’ as required, usually around 20 hours per week.

JOB DESCRIPTION

Daily

Open post and distribute as required. Deal with emails and phone calls/messages.

Liaise with Regular and Occasional Hirers and open rooms and gates as required. Deal with requests for microphone/lectern etc. Bar as required.

Liaise with Manager of Thurst regarding Hirer requests for refreshments and room requests.

Liaise with Cleaning team, when possible, regarding use of rooms etc. Also ordering of cleaning equipment and paper goods. (Usually D J Evans or ARCO)

Deal with quotes.

Deal with cheques and cash from Regular and Occasional hirers for payment of rooms etc.

Weekly

Petty Cash – keep up to date and check cash float agrees

Liaise with Book keeper (if in post) regarding o/s invoices, cheque payments etc.

Calendar to Thurst, Cleaning Team, Noticeboards x 2, Gatekeeper for lower car park, Office and yourself for following week’s diary of events.

Liaise with Occasional Hirings – Send out Hire Agreements and deposits. Deal with Bar requests.

Sort out keys and health and safety talk with Occasional weekend hirers

Liaise with PSCO varying matters/CCTV etc.

Monthly

Check Stationery levels and purchase as required (stamps from Post Office etc.)

Spreadsheet for Book keeper showing invoicing of Regulars per month (done end of month)

Deal with Required Contractual Visits as per separate worksheet also Open Space management.

FIT, electrical readings as required (quarterly)

Newsletter entry in Parish Magazine (Liaise with Vicky Waples, Editor) before 13th each month.

Minutes of Trustee Meetings mid month and distribution

Annually in readiness for New Year

Send out Hire Agreements for Regulars and ensure they have access to Standard Conditions and Health and Safety Regulations. Diarise paper and electronically their dates for the new year.

Administer Fund Raising Activities such as Burns Night and Christmas Fayre etc.