



July 2024

Join our Team at the Edward Hain Health and Wellbeing Centre

Are you passionate about providing exceptional administrative support and creating a welcoming atmosphere? We are seeking a dedicated and enthusiastic Community Centre Administrator to join our Health and Wellbeing Centre. If you thrive in a dynamic environment and have a commitment to excellence, we want to hear from you!

Community Centre Administrator

Based at the Edward Hain Centre Albany Terrace St Ives

25 hours per week across 4 days a week

Salary Competitive, based on experience

Role Responsibilities:

Front Desk Duties

Open and close the Centre when necessary. Greet and assist clients with a warm and professional demeanour.

Handle inquiries via phone, email, and in-person. Prepare Rooms for booked activities.

Maintain an organised and tidy reception area and administrative office. Manage office supplies and inventory. Flexibility to cover occasional additional hours to accommodate evening bookings.

Administrative Support

Perform a variety of clerical tasks including scheduling appointments, maintaining records, and managing correspondence. Keeping the Centre's electronic calendar updated, filing and data entry of Centre Information into our systems. Provide administrative support to the Centre Manager.

Room Booking and Tenant Coordination

Process Booking Request Forms and Expression of Interest Forms, raising invoices and making viewing appointments as necessary, ensuring a smooth and efficient experience.

Qualifications

English Language & Maths GCSE or Equivalent

Skills

Strong organisational, communication, and multitasking skills. Proficiency in MS Office, QuickBooks, Excel and familiarity with office equipment.

Previous experience in a receptionist, administration or customer facing role or similar desirable.

Personality

Friendly, approachable, and professional with a strong client-service orientation.

Qualifications

Good all round education; additional qualifications in office admin or related field are a plus.

The Edward Hain Centre commits to providing its employees with:

- **A Supportive Environment**

Work with a dedicated Centre Manager and Committee to improving the health and wellbeing of the local community.

- **Growth Opportunities**

Opportunities for professional development training and career advancement.

- **Positive Work Atmosphere**

A friendly and inclusive workplace culture.

How to Apply:

Please contact us for a full Job Description, or download this ad from our website.

Interested candidates should submit their CV and a cover letter outlining their suitability for the role to centremanager@edwardhaincentre.org.uk by 17th July 2024

Interviews will be week commencing 5th August 2024

We look forward to welcoming a new team member who shares our passion for health and wellbeing!

Edward Hain Centre

Albany Terrace,

St Ives,

Cornwall

TR26 2BS