

## **The Edward Hain Centre is Recruiting For a Centre Administrator (Fixed Term)**

### **About the Role**

**Contract** - Fixed Term

**Duration** - Until 31<sup>st</sup> August 2028

**Salary** - £26,227.50 per year (£15,736.50 Pro Rata)

**Working Pattern** – Part Time 22.5 Hrs per week (Mon-Fri)

Based at The Edward Hain Centre Albany Terrace St Ives

This role reports to The Edward Hain Centre Director

### **About Us**

Our charity was set up to transform the former Edward Hain hospital, in St Ives, Cornwall, into a community centre for health and wellbeing. The hospital was founded in 1920, with funds from the Cornish Hain Steamship Company. When it closed in 2021, our community, led by the hospitals' League of Friends came together to save the building for the town. Now The Edward Hain Centre brings together much needed health and wellbeing services, along with social, community and welfare support, all under one roof.

### **Purpose of the role:**

With the leadership of the Centre Director, the Centre Administrator will be responsible for administrative support related to the services and activities at the Centre, including being responsible for sales administration related to Centre bookings. They will be based in our Reception Office where they will be our first point of contact for all Centre users.

### **Specific duties will include:**

- Participate in the day-to-day-operation of The Edward Hain Centre including opening and closing the building and setting up rooms for activities when needed.
- Welcome all users to the Centre, respond to telephone, email and in-person enquiries, managing correspondence other associated reception duties.
- Maintain an organised and tidy reception area
- Manage office supplies and inventory.

- Become conversant with our booking procedures and stay up to date with Centre activities and services in order to advise Centre users.
- Under the guidance of the Centre Director :
  - create sales materials related to our rental spaces
  - develop and maintain a sales database for the Centre to include a pipeline of paid bookings for our rental spaces
- Use Canva to create and produce posters and leaflets for the Centre as needed.
- Support the Community Hub Officer with Centre events organisation
- Be responsible for our Annual Community Survey, it's distribution both electronically and manually and the collation of it's results into a report format.
- Ensure compliance with all Centre policies and regulations.
- Other duties as assigned by the Centre Director

### **Person Specification**

This role will suit someone who is well organised, down to earth, practical and who enjoys working in a community-based environment.

#### **Essential**

- Strong administration skills, including experience of using word and excel.
- Must be able to prioritise own workload and multi-task during Centre busy periods.
- Demonstrates the ability to work collaboratively within a team environment
- Able to apply instructions accurately and consistently

#### **Desirable**

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

#### **Flexible Working**

Occasionally you may be asked to adjust your hours to accommodate an evening or weekend activity at the Centre. You will be awarded TOIL should you work over your contracted hours in a week.

**The Edward Hain Centre commits to providing its employees with:**

#### **A Supportive Environment**

Work with a dedicated Centre Director and Committee to improve 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](mailto:centremanager@edwardhaincentre.org.uk) by 5pm Friday 5<sup>th</sup> June.

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