**Activity Coordinator and Administration Officer**

Rev 4 (22/02/23)

The Mercian Trust is seeking to appoint to a part-time, dual role which will contribute to the ministries of both **Newchapel Community HUB** (in the Parish of Newchapel) and **Dovedale House** (located in the village of Ilam). The work location will be that of the HUB in Newchapel.

**1. Dovedale House**

The Dovedale House Complex is owned by Lichfield Diocese and sits in the small village of Ilam near Ashbourne.

The House consists of a lounge, games room, dining room, commercial kitchen, breakout room, first floor meeting room, 11 dormitory bedrooms of various sizes and a small external chapel. It sits in its own grounds shared by a self-catering bungalow and a staff house.

It is open all year-round year for group bookings and offers exclusive use for up to 50 people. The bungalow can be booked via an independent website as well as through the administrator.

Groups can choose either to be catered for or to stay on a self-catering basis and generally comprise school groups, university field trips, youth groups, church groups, holiday camps, friends’ groups or groups with a specific interest in common.

The House has a manager who coordinates practical aspects for users (including the catering and cleaning) and the day-to-day maintenance of the property. Due to the increase in bookings and desire to grow them further, we are looking for someone to provide Booking and Admin support. This role can be undertaken remotely but an understanding of the local area would be an advantage and occasional visits will probably be required. Regular zoom, operational meetings, will help maintain information flow and build the working relationship between the Administrator and House manager.

**Main Duties**

* Act as the first point of contact for enquiries.
* Provide an efficient and effective booking service, which records group size, special dietary requirements, arrival and departure times.
* Accurately record bookings on a shared calendar, ensuring that all information needed to host groups is available to the house team in a timely manner.
* Ensure deposits are paid in advance and confirm bookings once these are received.
* To ensure that information triggering invoicing is provided to the Finance Department of the Diocese.
* Follow up groups after they have stayed to ensure that everything was satisfactory, and request feedback.
* Actively market Dovedale House to schools and other teaching establishments, and in any other area that might attract bookings.
* Ensure that all Health and Safety, Data Protection, Equal Opportunities and Child Protection Policies are up to date and understood.
* Ensure that the House complies with any other new or existing relevant Policies or Procedures.
* Collate and provide data to support the evaluation of the House as requested.

**2. Newchapel Community HUB**

Newchapel HUB is a light, airy and modern community facility, situated next door to St James church. It is a venue ideal for regular users or one-off events.

Over the six years that the HUB has been open, it has hosted information breakfasts, training events, dieting groups, uniformed groups, exercise classes, dance classes, a mother and toddler group, drama groups, craft fayres, wedding receptions, parties and groups for the elderly. The HUB offers complete flexibility for all ages, it has good access and a well-appointed kitchen.

Following the Covid pandemic, a number of community groups have ceased meeting at the HUB. We want to see the building in active use again as a community venue, encouraging new people to come to the Hub to form friendships, breakdown isolation and learn new skills. Current ideas include keep fit; tea dances; indoor bowls; film club; sports; youth club; children’s clubs; concerts; carers meals; armchair exercises; dementia groups, and homework groups.

We are looking for someone to (i) deliver simple, non-specialised community activities (ii) coordinate the delivery of more specialised activities by others, and (iii) provide an administration function. The latter aspect will ensure efficient communications with enquirers and users whilst systematically ensuring bookings, invoicing, building access etc. is efficiently controlled.

**Main Duties**

* Re-establish and develop the reputation of the HUB and market its facilities.
* Explore opportunities and work to expand the number and range of activities taking place at The Hub.
* Identify, plan and run activities (where necessary) that will attract new users and form new groups.
* Respond to enquiries and keep records.
* Communicate effectively and support all users of the HUB.
* Ensure the security of the building and its users.
* Make sure all user groups are aware of Fire Evacuation Procedures.
* Ensure, as appropriate, users of the building are aware of its Christian ethos.
* To ensure the efficient day to day running of the Hub premises. This includes creating an effective booking system and ensuring that Invoices are raised in a timely manner,
* Ensure that rooms are clean and prepared in good time for bookings and that any equipment required is booked in advance, available and working on the day.
* Ensure that user groups leave rooms clean and tidy when vacating.
* Ensure the building is opened and secured as necessary. *(Regular bookings are issued keys and local help may be available for one-off bookings).*
* Liaise and cooperate with the Church Secretary, Wardens and Management Group.
* Ensure that all Health and Safety, Data Protection, Equal Opportunities and Child Protection Policies are up to date and understood, and to ensure that the Centre complies with any other new or existing relevant Policies or Procedures.
* Maintain both manual and computer record systems, updating and creating new files as necessary.
* Meet with a Line Manager on a regular basis and to attend Management Meetings every quarter or as requested.
* Assess and provide data to support the evaluation of the HUB as requested.

**To whom will the Post Holder report?**

The chair of the HUB Management Committee (who is also a Trustee of Dovedale House) will be the Post Holders’ line manager. The vicar of St James (Rev Janet Arnold) will provide pastoral support.

**What skills will the Post Holder bring?**

We are looking for someone who…

* has a passion for working with and supporting people of all ages,
* is well organised and accurate in administration,
* brings experience of leading social and recreational activities,
* is able to identify other activity leaders and introduce them to the HUB’s facilities,
* can identify and pursue opportunities to increase utilisation of the HUB and House,
* has a good level of PC literacy,
* possesses a good networking ability,
* is enthusiastic and self-motivated,
* has excellent communication and inter-personal skills,
* is flexible and responsive to changing need in the community,
* has good reporting skills,

**How much will the Post holder be paid and for how long.**

This is as a 15 hours per week post, initially for one year with a review taking place within this period.

The salary will be £13.50 an hour paid monthly in arrears by bank transfer.