

JOB DESCRIPTION

JOB TITLE: Centre Coordinator

LOCATION: Oasis Hub Hull, Newland Avenue, with some local travel as needed.

SALARY: Grade E £28,088 to £29,201 per annum FTE (£22,470 to £23,360 actual salary)

HOURS: 32 hours per week (9am to 5pm on 4 days per week) including paid breaks. Exact days to be agreed with the Hub Leader and to coordinate with other staff to ensure we have cover Monday to Friday. Some flexibility in number of hours or times worked may be possible. Some weekend and evening work may be required, with time off in lieu.

REPORTS TO: Hub Leader

OVERALL PURPOSE OF THE JOB

To coordinate and organise the running of Oasis Hub Hull's building and support with all associated administration for our work including community projects, faith activities and back office functions.

This will include leading on building management and maintenance, line management of caretaking and cleaning staff, health and safety, finance and book keeping, and all the administration needs of the organisation. The role will also work alongside other team members to ensure we have a programme of events and these are planned, coordinated and delivered to a high standard.

ROLE DUTIES AND RESPONSIBILITIES

Coordination of the building and facilities

1. Ensure the smooth running of the building, including repairs, maintenance and cleaning so that the building is kept clean, presentable and safe for everyone who uses it.
2. Oversee caretaking and cleaning staff.
3. Coordinate room bookings both for the Hub's activities and external bookings.
4. Lead on health and safety, including booking and recording regular safety checks, maintaining policies, completing risk assessments, ensuring staff receive the necessary training, updating staff about changes in policies and procedures.
5. Lead on ensuring the kitchen has all the relevant environmental safety policies and procedures and work with all the teams using the kitchen to ensure best practice is maintained.
6. Oversee contracts for building maintenance and safety.
7. Liaise with contractors to ensure all works are carried out on schedule and to the correct standard.
8. Oversee utilities, IT and phone contracts and negotiate prices.
9. Be responsible for building maintenance and cleaning budgets, ensuring our expenditure is within planned budgets.
10. Be the first port of call in liaising with license holders and people renting space in our building.
11. To take the lead in ensuring our building is secure and we have a process in place for responding to alarms or emergencies.
12. Take the lead on ensuring our premises comply with relevant legal frameworks such as health and safety legislation, fire regulations and so on.

Coordination of events

13. To support the community and development teams with managing events, including balancing competing demands for spaces and rooms, creating an annual schedule, clear plans for each event, leading on the set up and set down, moving room bookings where required, and creating and sourcing resources needed.
14. Contribute to staffing of events where needed, for example with helping to decorate spaces, cover lunch breaks for staff and volunteers, be on the rota for covering activities when we run special events.
15. Ensure our regular activities and events are set up appropriately, including Sunday services, Wow parties and supporting the community team with setting up our community activities. For Sunday services this includes room set up and support with rotas, creating and printing resources, setting up our audio visual channels and so on.

Finance and Human Resources

16. Ensure the processes for financial management run smoothly, such as banking and keeping financial records like receipts, invoices and other financial transactions.
17. Enter all financial transactions in the church's book keeping system and complete financial checks such as bank reconciliation and reconciling the petty cash.

18. Liaise with the Hub Leader and Oasis finance team to feed into monthly and annual accounts.
19. Ensure there is a system for HR processes and recording, including holiday, sickness, new starter forms, DBS checks and so on.
20. To liaise with payroll to ensure they have all relevant information so that staff are paid on time.
21. Book and record staff training.

Communications

22. Ensure details of events and activities are given to the team leading on comms to ensure everything can be promoted well.
23. Keep communications channels up to date and ensure there are enough resources available, for example flyers and forms for the community team and Sundays, posters and banners.
24. Respond to phone calls, emails, letters, social media messages etc to the Hub.
25. Ensure there is good communication across the staff and volunteer team, for example about planned events, new policies, building maintenance etc
26. Keep action lists, minutes and circulate actions to relevant people for meetings as required

General Administration

27. Ensure the smooth running of all office and administration activities, for example ordering office, kitchen and other supplies, keeping notes and records where needed, collating information needed for reports and so on.
28. Acting as executive assistant for the Hub Leader and trustees.
29. To contribute to record keeping, general administration and communication, including the use of MS Office and social media tools.
30. To contribute to the team of staff and volunteers, for example by taking full part in team meetings, engaging in training and supervision.
31. To conduct all work activities within the ethos and values of Oasis, including the Oasis 9 habits.
32. To follow the policies and procedures of Oasis Hub Hull, including but not limited to health and safety, safeguarding, food hygiene, premises security, finance procedures.
33. Any other duties as required by the Hub Leader and to support the wider team.

Oasis Hub Hull is committed to making a difference to the lives of our local community, and as such you must show a willingness to demonstrate commitment to the values and behaviours which flow from our ethos. We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The successful candidates must have the right to work in the UK. Oasis Hub Hull cannot assist with sponsorship or visas.

COMPETENCIES

To carry out this role, we are looking for someone who is competent in the following areas

1. **Strategic thinking**

Forward thinking and planning is a key part of this role to ensure that we are able to run our operations smoothly both now and into the future. The post holder will be able to see the links between their work and the rest of the team at Oasis Hub Hull, as well as external partners and our community. This means they will understand how their role, and their team's work contribute to making a difference for our community and be able to prioritise the things that will make most difference in important areas.

In the context of day to day work, we are looking for someone who can balance the needs of the urgent and 'day to day' work with the need to plan for the future and the wider needs of the organisation.

2. **Leadership and team work**

The post holder will provide excellent leadership for staff and volunteers, providing direction and clarity around objectives and ways of working in a supportive environment that promotes wellbeing. You will provide support and accountability for the team of caretaking and cleaning staff, providing clear planning and direction to ensure our building stays clean and operational.

We have a strong team ethos, and know we all need help sometimes. We are looking for someone who recognises when they need help and is not afraid to ask, at the same time as being willing to help others when they need it. You will be someone who can work autonomously and be highly organised in managing your workload as well as working well in a team.

3. **Good planning skills with an attention to detail**

The postholder will bring a focus on completing tasks to a high level and attention to detail. This could be noticing things that make sure people using our building get a good experience (eg disabled access or making sure there are bins set out), or making sure everything is tidied away in the correct place after an event, or it could be noticing a typo in a finance spreadsheet, finding a missing receipt, or noticing that we are running low on toilet roll.

We are looking for someone who is not only super-organised, but who can see what needs to be done over a period of time and plans to make sure everything is completed when it is needed.

The role requires an ability to remain calm under pressure and be flexible to respond to changing circumstances while being compassionate and considerate with the people you are working with.

4. **An understanding of the principles behind facilities management, such as health and safety, and schedules for maintenance and cleaning**

The postholder will be confident in managing our building in an efficient and safe way. We want people to treat our space as a second home, and as such we aim for spaces to be clean, comfortable and flexible. We encourage everyone who comes through our doors to use our kitchen, relax in our lounge, or play in our World of Wonder. Some of our creative spaces have unusual layouts or materials, so we are looking for someone who can understand the needs of our community and find solutions that mean we can maintain our spaces in a way that creates the right atmosphere while keeping everyone safe.

Training can be provided in health and safety and facilities management if needed.

5. Willingness to work within the organisation's values and vision, and to motivate others to do the same

Oasis is driven by the passionate belief that each human being is uniquely valuable and of equal importance.

Our five ethos values are: A passion to include everyone; A desire to treat everyone equally, respecting differences; A commitment to healthy and open relationships; A deep sense of hope that things can change and be transformed; A sense of perseverance to keep going for the long haul.

We aim to be inclusive, which we take to mean celebrating and affirming every person without discriminating against people on grounds of disability, economic power, ethnicity, gender, gender identity, learning disability, mental health, neurodiversity, or sexuality.

We work to develop our 9 habits in all we do: being compassionate, patient, humble, joyful, honest, hopeful, considerate, forgiving, self controlled.

JOB DETAILS

Annual Leave: 5 weeks per year, plus bank holidays. Rising to 6 weeks plus bank holidays after 2 years of service.

Workplace pension with 7% employer contribution

This post is subject to a 6 month probationary period

Notice period: 1 month

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