

Job Title	Centre Co-ordinator
Reports to	Centre Manager
Salary	£9,152 @ 16 hours per week

About Abington Community Development Group

Our group has worked tirelessly with South Lanarkshire Council on a joint project, to see the refurbishment of a historical building in the centre of our village. The project concluded in early 2023 and saw the restoration of the Old Abington Schoolhouse, refreshed as a sympathetically restored modern building incorporating a Gym, two community rooms and retail and business rental premises.

We're looking for an enthusiastic **Centre Co-ordinator** to join our team who can work with our Centre Manager and the Board of Trustees. This is a role that makes a difference. Working for a local charity where all profits are put back into the community.

The role will be based in Abington, South Lanarkshire at our Old Schoolhouse premise covering 16 hours a week over 3 or 4 days with 80 hours annual leave and a Pension Plan. Will include some weekends / evenings. Working hours will vary on a rota system, depending on centre operating hours.

Overall purpose of the role

This role will support the Centre Manager in all activities to do with the running and management of the Centre.

Key Tasks and Accountabilities

Key Responsibilities

- Looking after the day to day needs of the Centre, under the direction of the Centre Manager
- Administration of the Centre including filing, health & safety compliance, phone management, social media content
- Maintaining a high level of cleanliness and maintenance of gym and community facility
- Support gym members and all facility users through excellent customer service
- Community project planning associated with our Community Centre (i.e., event planning, garden extension plans, working with volunteers and any other strategic projects)

- Contribute to all set targets in meeting room hire, events, gym membership, office lets, all other fundraising opportunities

Requirements

- Experience working within an administration function, small office, or similar customer service environment
- Good working knowledge of MS Word & Excel
- Excellent written and verbal communication skills, and ability to work with people across all levels
- Keen eye for detail, and sound judgement
- Great problem-solving skills, takes initiative and is a quick learner
- Can do attitude, with a hands-on approach

Job Type: Part-time

Part-time hours: 16 per week

Salary: £9,152.00 per year

Benefits:

- Free parking
- Gym membership
- On-site parking
- Pension

Ability to commute/relocate:

- Lanarkshire: reliably commute or plan to relocate before starting work (required)

Work Location: In person