

Llanelly Community Council

Job Application Form, for a part time Community Centre Coordinator

Instructions:

Print clearly in black ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Address:

Post Code: _____

Phone Number: _____ Mob No _____

Are you eligible to work in the UK Yes ____ No ____

The Immigration Act 1971 as amended. A copy of your passport and a copy of your NI number. Or if you have a National Insurance Number (NIN), it can be used to run automated checks of HMRC tax records and DWP records of some benefits, to establish whether you have been in the UK for 5 years or longer. If this records show 5 years' residence, it will not be necessary to provide further evidence.

CURRENT EMPLOYMENT:

Present Or Last Position:

Employer: _____

Address: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Salary: _____

Responsibilities:

Reason for Leaving:

Any Previous Positions:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

May We Contact Your Present Employer? Yes / No

References:

Name/Title: _____

Address:

Phone: _____

References:

Name/Title: _____

Address:

Phone: _____

Have you been convicted court offences within the last three years? Yes _____
No _____

If yes, please explain by using a separate sheet:

What date are you available to start work? Date:

Any information held by the community council, that data will comply with the community councils GDPR policy. The GDPR can be found www.llanellycc.org.uk I certify that information contained in this application is true and complete. I understand that false information may be grounds for not employing me or for immediate termination of employment at any point in the future if I am employed. I authorize the verification of any or all information listed above.

Signature _____

Date _____ 2019

Job Advert

Part time Community Centre Coordinator

Part Time - 10 hours per week - 2 year contract

Llanelly Community Council has a vacancy for a Part time Community Centre Coordinator. The Community Centre Coordinator will assist with the efficient and effective day-to-day running of the Community Centre.

Gilwern Community Centre is a building that is used as community facility for the residents of Gilwern and surrounding communities. The Community Centre is owned by Llanelly Community Council.

The main elements of the role include:

Setting up for events and activities, reception, Event Bookings occasional lite cleaning duties, you will need to be flexible in terms of your working hours and have a friendly, customer-focused approach to your work. The community council would expect you to have some previous experience of working in a community facility, with experience of the set-up, delivery and clearing up of events.

You will contribute to facility management, be safety aware and able to work irregular hours including split shifts, evenings, weekends and Bank Holidays.

The post is for 10 hours a week with an immediate or soon as possible start.

Job Type: Part time Community Centre Coordinator, fixed 2 year contract

Salary: £ £19,554 = £ 10.16 hr this wage is on a pro-rata basis

Main duties and responsibilities:

- To manage the Centre, and volunteers.
- Receiving telephone calls and enquiries
- Receiving centre bookings
- Meet and open and Close the centre if necessary with hires
- Increasing bookings and developing relationships with those using the centre
- The smooth running of the community facilities and activities
- Marketing Gilwern community facilities to raise both profile and income
- Marketing Centre and facilities with social media
- Developing local services and activities to be run from the centre and other facilities
- Organise community activities, events and services
- Implement Gilwern Community Business Plan aims and objectives

- Ensuring the facilities have an up to date User Pack and procedures
- Ensuring effective maintenance of the building
- Ensuring the buildings are safe and secure at all times
- Managing storage space and equipment use within the buildings
- Supporting volunteers to run facilities, activities and events
- Working with partners and liaising with other community groups
- Investigating and applying for outside funding/grants
- Responsibility for health and safety in the building
- Flexible Working

The Coordinator will need a strong commitment to helping members of the community get involved and help manage events in the community centre and other facilities the council own. The post holder will also need to be self-reliant, energetic and able to prioritise activities.

Person Specification

Experience:

- Experience of marketing, preferably marketing building facilities
- Experience of Health and Safety, including risk assessment and maintenance management
- A good record of developing services
- Experience of working in partnership, ideally within a community environment
- Experience of local fundraising making funding bids
- Experience of working with voluntary sector and statutory partners
- Experience in staff and team management

Skills and abilities:

- Excellent communication skills
- Confident and able to work on own initiative
- Able to prioritise work and demands
- Able to work flexible hours – prioritising needs of centre management
- Computer literate with knowledge of word, excel and spread sheets

Other:

- Has a commitment to community run services
- Able to work occasional evenings and weekends and attend the centre at short notice
- Consent to disclosure under Data Barring Service Protection (DBS).