

Community Campus Administration & Development Officer



General Requirements

- Be enthusiastic and have excellent communication skills
- Take personal responsibility for ensuring tasks are completed and achieving results
- Display motivation, commitment, perseverance and conscientiousness
- Work on his/her own initiative to the highest standard
- Have the ability to solve problems and make balanced decisions
- Work effectively and positively as part of a small team
- Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public
- Develops strong working relationships inside and outside the Community Centre team to achieve common goals
- Have an interest in sports
- Promote the aims and objectives of Carrigtwohill Community Council

Desired Skills

- Good computer skills and able to use IT packages such as Microsoft Word, Excel, Powerpoint and Social Media
- Good office skills including customer service, filing, typing and basic book keeping
- Knowledge of community development
- Basic marketing and/or PR skills
- Good organisational skills
- Have previous experience of office, community development or PR work

Conditions of Contract

- Serve a probationary period of 12 months
- Be accountable to, and perform duties, assigned by the Community Centre Manager
- Keep accurate, up to date records of daily work undertaken
- Work will comprise of day, evening and weekend work to a maximum of 39 hours a week
- Some flexibility will be required
- Work in ways that ensure his/her own and the public's safety in accordance with Health & Safety legislation and the Community Centre's policies
- In case of emergency, should make themselves available for work
- Attend community development or other relevant courses as required

Job Description

Primary Activities

- Reception duties including answering the phone, dealing with the public at the Community Centre Campus and dealing with queries
- Taking bookings and organising booking schedules
- Organising venue for bookings and monitoring use of facilities
- Taking booking fees, balancing accounts, preparing bank lodgements, sending invoices, following up on accounts and producing weekly and monthly financial statements
- Analysing use of Community Centre facilities to identify areas for development
- Identifying opportunities for community development at the Community Centre and formulating a plan to implement programmes, events and/or initiatives

- Sourcing trainers/resources required for development programmes, marketing programmes and implementing them
- Advertising/marketing the Community Centre Campus and increasing the use of the Campus
- Reaching out to diverse communities (including non nationals, youths, older people or other marginalised groups) in Carrigtwohill by co-ordinating initiatives to integrate them into the community
- Liaising with other persons/organisations involved in community development to implement and promote development programmes
- Caretaking/evening work at the Community Centre Campus including security work, assisting in hiring the facilities to customers, recording of bookings, and monitoring compliance with the conditions of hire
- Assist the Community Centre Manager in any Community Centre initiatives
- Assist with Tidy Towns work, car boots sales and other Community Centre events

The job description indicates only the main duties and responsibilities of the job. It is not intended as an exhaustive list. Carrigtwohill Community Council reserves the right to amend this job description from time to time according to business needs.