



EFFINGHAM VILLAGE RECREATION TRUST

New Position

Administrator

King George V Playing Fields and Hall

This is a new part-time role to be part of a small friendly and motivated team to manage this important village asset. The role is to provide colleagues and people wishing to use the facilities with accurate, efficient and friendly office support in the first instance, to market the facilities to new users and to consider new activities to attract more users.

Outline

This part time role is designed to partner and support both the General Manager and the Trustees, particularly the Honorary Treasurer. The post holder will be responsible for accurately processing routine paperwork, financial book-keeping, bookings, management / office enquiries and occasional updates to the website. Separately but just as important will be a more creative aspect: helping to present the facilities in the best possible light, providing a positive welcome and full support to potential hirers or advertisers with the aim of maximising income generation. An interest in encouraging and supporting people or groups who wish to provide community events at the site will be important.

The General Manager, Administrator and Facilities Officer will be expected to work together to provide improved coverage at the facilities. As part of the team, the post holder will need to have a flexible outlook and be open to addressing and dealing with matters that may arise. All members of the team will be part-time, and the post-holder will need to be flexible in hours so that the site is continuously staffed as far as possible during normal daytime hours, which will include occasional weekends. The successful applicant will be invited to take up the role as soon as possible. Funding for this post has been made available by Effingham Parish Council.

Tasks and duties

The individual will report to and work in partnership with the General Manager and be responsible for:

- When on duty, providing the first port of call for persons contacting the KGV whether in person or by phone
- Reading incoming emails and forwarding these to the Manager or Facilities



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Officer if necessary

- Keeping control of accurate information to help the routine planning of who is doing what on site, i.e. operate the electronic Bookings Diary,
- Processing the paperwork arising from bookings, e.g. issue hire agreements and invoices to casual hirers and licensed users, pass bills for payment
- Keeping accurate financial records and reconcile all the above such that the data can be interrogated for accurate management information when needed for instance by the General Manager, Honorary Treasurer or Trustees
- To set up (but not authorise) BACS payments from the EVRT current account
- Ensuring other essential office records, e.g. inspection reports etc. are filed properly and stored in good order
- Updating, occasionally, the website; monitoring social media feeds (when/if the latter are established).
- Providing a warm and supportive service to people wanting to hire the facilities
- Considering better ways of marketing the facilities
- Engaging with and supporting individuals or groups who would want to hold community events at KGV (but not be responsible for running them).

Hours and Salary

The role is part time with an anticipated 15-20 hours per week; exact hours and salary to be agreed. The hours can be arranged to suit the post-holder so long as the duties of the post and the rota is covered.

Attributes

High standard of literacy, numeracy

Fully competent with Microsoft Word, Excel; able or willing to learn how to operate Wordpress and commonly used accounts packages (*e.g., Xero*);

Awareness of the scope of GDPR as affecting the security of office data

Good interpersonal skills

Outgoing and cheerful outlook

Ability to maintain confidentiality at all times and be a person of integrity

Have a flexible approach to working hours

Be sympathetic to the needs of others and of a 'can-do' disposition

Have a positive attitude to personal development and training.



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Interested?

To find out more or discuss details of this post, please contact the Chairman of the Trustees in confidence on trustees@evrt.org.uk or leave a letter with your contact details marked 'Confidential - for the attention of the Trustees' at KGV Hall, Browns Lane, Effingham, Surrey, KT24 5LG. To apply, please send in your CV as above.

Closing date for applications 21 November 2019

Date for interview to be arranged.

The Managing Trustees
1 November 2019