

JOB DESCRIPTION

Post Title: Gilbert Richards Centre Coordinator

Reporting Line: Service Manager

Summary of post: To oversee the safe and effective operation of our Gilbert Richards Community Centre, ensuring members volunteers and visitors can access activities and services in a safe, inclusive and welcoming environment. The post holder will be responsible for supporting health and safety arrangements, maintaining facilities and equipment, assisting members and volunteers and promoting a positive and engaging community environment.

Hours of work: 15 hours per week

Pay scale: Scale 17

Location: Gilbert Richards Centre

Duties and Responsibilities

- Ensure the centre operates in accordance with all relevant Health and Safety legislation and best practice, maintaining risk assessments, safe systems of work and a positive safety culture.
- Support members, volunteers and visitors to participate safely in centre activities, intervening where unsafe practices are observed.
- Assess the competence and capability of members, deliver inductions, training, and determine appropriate levels of supervision before authorising use of machinery and equipment.
- Maintain records relating to accidents, incidents, attendance and other operational requirements.
- Support members of varying skill levels, including new members, to develop skills and confidence within agreed safety parameters.
- Carry out routine inspections and safety checks of centre facilities, equipment and resources, ensuring they are maintained in good working order.
- Identify and report maintenance issues, removing unsafe equipment from use where necessary and arrange repairs through the appropriate channels.
- Maintain maintenance logs and inspection records and other centre documentation as required.
- Ensure appropriate equipment and resources are available, maintained and used correctly.

- Provide basic first aid assistance and respond appropriately to emergencies, ensuring fire safety procedures are followed, and emergency equipment remains accessible.
- Ensure the centre is kept clean, tidy and free from hazards.
- To ensure all staff adhere to AUKCW policies, procedures and quality standards at all times.
- All staff have an individual responsibility to comply with the organisation's policies and practices.
- To undertake any other duties as may be reasonably required, consistent with the nature and grade of the post.

All staff have an individual responsibility to comply with the organisation's policies and practices.

Employee Signature.....Date.....

Please print name

Person Specification: Gilbert Richards Centre Coordinator

	Essential	Desirable
Qualifications		
Relevant qualification or equivalent practical experience in a community, customer service or activity-based environment	✓	
Basic First Aid Skills or willingness to undertake training		✓
Knowledge and Experience		
Experience supporting activities, services or users within a community, voluntary or similar environment	✓	
Experience of working with volunteers or supporting volunteer-led activities	✓	
Knowledge of health and safety requirements and safe working practices	✓	
Experience of carrying out routine checks and basic maintenance		✓
Experience of supervising or supporting or working alongside volunteers, members or visitors	✓	
Skills and Abilities		
Ability to assess situations and determine appropriate levels of support and supervision	✓	
Ability to challenge unsafe behaviour in a professional and respectful manner	✓	
Ability to communicate clearly and effectively with members, volunteers and visitors	✓	
Ability to organise and maintain a safe, clean and welcoming environment	✓	
Ability to work independently with minimal supervision	✓	
Ability to build positive relationships with volunteers, community groups and partner organisations	✓	
Ability to support a range of activities and adapt to changing priorities	✓	
Basic IT and record-keeping skills		✓
Personal Qualities		
Honest, reliable and trustworthy	✓	
Patient and approachable	✓	
Responsible and safety-conscious	✓	
Flexible and adaptable	✓	