



Jane Austin

Executive Officer - Moulton Parish Council

Moulton Parish Council
 Moulton Community Centre,
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MOULTON COMMUNITY CENTRE ASSISTANT JOB DESCRIPTION

ROLE:	Moulton Community Centre Assistant
REPORTS TO:	Executive Officer of the Parish Council
MAIN PLACE OF WORK:	Moulton Community Centre, Sandy Hill, Reedings, Moulton, Northamptonshire, NN3 7AX

Role Purpose

1. The Community Centre Assistant will generally work under the instruction of the Executive Officer and the Community Centre Administrator to ensure the smooth running of the Community Centre.
2. To provide comprehensive support to the Executive Officer and Parish Council.
3. To use own initiative to carry out the specific responsibilities with minimal supervision.
4. To deal with enquires from members of the public, contractors or council, in person, telephone or by email.

Key Duties & Responsibilities

1. To assist the Executive Officer and Community Centre Administrator with the smooth running of the Community Centre and Village Hall.
2. To meet and greet potential hall hirers and show around the building.
3. To resolve queries received by telephone, email, in writing or face to face in an efficient, professional and courteous manner.
4. To oversee and organise community events from start to finish, according to requirements, target audience and objectives, including advertising and attendance of same at the Community Centre/Village Hall/various village locations.
5. To develop and maintain a comprehensive database of stall holders and contacts and liaise with them accordingly for specific events.

6. Provide suggestions to enhance the events' success.
7. Assist with enquiries and bookings for all rooms.
8. To order bar stock for the Community Centre and take delivery and unload of same.
9. To liaise with the caretaking team regarding hall hirer's requirements.
10. Liaise with suppliers regarding quotes, orders and deliveries.
11. To maintain and update maintenance schedule and report any maintenance issues to the Caretaking team/Executive Officer.
12. Maintain and update website/social media pages.
13. To assist with the booking of the Village Hall and Community Centre, liaising with the Caretaking team to ensure bookings are maximised.
14. Arrange servicing to Community Centre/Village Hall equipment, liaising with the Caretaker as required.
15. To undertake routine administration tasks as required.
16. To act as the representative of the Council as required.
17. To attend training courses or seminars on the work and role of Community Centre Assistant as required by the Council.
18. Liaise with Moulton School staff regarding Village Hall maintenance.
19. To undertake any other associated duties from time to time as specified by the Council.
20. To ensure confidentiality is maintained where necessary and any conflicts of interest declared.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.