

ROMSEY MILL
Creating opportunities with young people and families



Operations & Admin Assistant



Operations & Admin Assistant

This is an exciting opportunity to join the Operations & Admin team at Romsey Mill, working across two centres in Cambridge - Ross Street Community Centre and the new Mill Road Community Centre, due to open in October 2022.

The ideal candidate will be able to build effective working relationships with a range of people and have excellent all round administration skills. The role will suit someone who is a good communicator, well organised and able to thrive in a busy office environment.

As part of the working week will be based at the new Mill Road Community Centre, the role will be pivotal in supporting PACT and Romsey Mill in engaging with local residents in the new development and also the wider area. Advertising the facilities and supporting publicity (both in print and on-line) will be an important part of the role, as will creating a welcoming environment for visitors to the centres.



Background Information

Romsey Mill has been managing Ross Street Community Centre on behalf of Cambridge City Council since Dec 2018. Ross Street CC is an established centre, with a large number of regular hirers and a reputation for providing good, affordable space for local families to hold celebration events such as birthday parties, christenings, and other family gatherings.

In 2019 Romsey Mill and Petersfield Area Community Trust (PACT) began working in partnership, securing the tender to operate the new community centre being built on the Ironworks site just off Mill Road. The new centre, owned by Cambridge City Council, is due to open in October 2022 and will offer excellent facilities for the local community.

In operating both centres we aim to provide inclusive, inviting and thriving venues to meet the needs of the local area. The Operations & Admin Assistant will play a key role in supporting our aim to develop a varied programme of activities throughout the week in both centres.

Romsey Mill

Romsey Mill (romseymill.org) is a Cambridge based charity, creating opportunities with young people, families and local communities across Cambridgeshire and Peterborough.

Established as a community initiative by local churches in 1980, and now existing as a charitable company, the Romsey Mill team is alongside families with children in their early years, teenage mothers and young fathers, children and young people living through serious life challenges. We grow positive relationships, develop engaging activities, provide practical and emotional support, enable learning and skills progression, promote equality, diversity, inclusion, and well-being. We do all this as an expression of Christian faith in action.



Romsey Mill Registered charity number: 1069905



PACT

Petersfield Area Community Trust (PACT) is a charity committed to fostering a sense of community in Petersfield and the surrounding areas. Over the years since it was formed in 1998, PACT has been involved in many local issues, campaigning for a dedicated community space and representing resident's views on various developments.

PACT has traditionally run summer events, most recently the Party on the Piece on St Matthew's Piece, a wonderful community event open to all featuring live entertainment, children's games and activities and food trucks. We have also run Christmas events, coffee mornings, board gaming evenings and more throughout the year, aimed at helping bring the community together over shared interest.

Although we have only a small group of core members, we enjoy substantial local goodwill. We are very excited now to be embarking on a new journey to focus on running community activities and encouraging community engagement with the new community centre.

KEY TASKS AND RESPONSIBILITIES

Centre Administration

- Provide reception cover for Ross Street Community Centre and Mill Road Community Centre. Welcoming visitors, answer telephone calls, manage requests for information via email and social media platforms.
- Support the Operations & Resources Manager with co-ordination of room use, including external room hire and use of rooms for community programme run by PACT and Romsey Mill.
- Keep the bookings diary up to date, including taking bookings from external hirers, sending out booking forms, requesting and recording payments.
- Provide induction for hirers including instruction on Fire procedures and ensuring that all H&S and Safeguarding information is exchanged and updated.

Building and Facilities

- Manage general building housekeeping tasks ensuring rooms are kept in good order and resources are stocked regularly.
- Purchase resources as required, keeping general stationery and cleaning supply stock up to date.
- Provide support to the Operations & Resources Manager in the regular Health and Safety checks, including acting as Fire Marshall when required and carrying out the regular fire system checks.
- Manage First Aid resources and carry out checks as appropriate.
- Support the Operations & Resources Manager with service visits by contractors and organising maintenance and general repairs.

Operations and Marketing

- Support the Operations & Resources Manager and MRCC management group in producing publicity to increase usage of the centres and maximise income, including providing up to date content for social media platforms and website.
- Be a face-to-face contact with the public, representing Romsey Mill and PACT to individuals and organisations.

Reporting

- Support the Operations & Resources Manager in preparing reports for contract requirements with Cambridge City Council.
- Regularly provide information and statistics regarding the hire and usage of rooms in each centre.

Person Specification

The successful candidate will be passionate about building positive relationships with young people and will possess the necessary skills to develop youth work provision with autistic children and young people.

Criteria	Essential	Desirable
Education and Qualifications		
<ul style="list-style-type: none"> • General qualification to NQF Level 2 (GCSE standard with an A-C grade in English & Maths) • NVQ level 2 or GNVQ in business administration or another relevant area of work 	<ul style="list-style-type: none"> ✓ ✓ 	
Experience and Skills		
<ul style="list-style-type: none"> • Excellent organisational skills and the ability to prioritise work effectively • Good IT skills and working understanding of windows and Microsoft packages (including: Word, Excel, Email, Internet) • Literate and able to type emails etc • Numerate and able to deal with petty cash and payments accurately • Confident in handling sensitive and confidential information • Ability to plan and prioritise workload • Good understanding of and commitment to Equal Opportunities • Knowledge of Health and Safety and Safeguarding policy and practice • Able to demonstrate some experience of supporting volunteers • Able to work on own initiative and as part of a team • Confident in using social media and using this as a tool for publicity • Experience of room booking software • Experience of working in a similar environment 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Attributes		
<ul style="list-style-type: none"> • A confident and articulate individual able to communicate effectively • Flexible and conscientious in responding to the wide variety of demands • Confident telephone manner • Enjoy working in a busy office environment and interacting with members of the public who access Mill Road Community Centre and Ross Street Community Centre 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	

Terms of Employment

This is a part-time role (25 hpw), working five mornings, Monday to Friday each week.

Location : Ross Street Community Centre & Mill Road Community Centre, Cambridge

Contract: Permanent

Salary: £19,650 - £20,852

Leave: 25 days pro rata annual holiday plus public holidays
(with further increases based on length of service)

Pension: Qualifying Workplace Pension under auto-enrolment

Training: In-service training and other learning opportunities

How to Apply

You can apply for the role using the online application from at [Work for us | Romsey Mill Trust](#)

Completed application form, with covering letter and monitoring form, should be submitted by **Friday 29th July at 12pm** to Diane Hicks either by email: diane.hicks@romseymill.org or by post: Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ.

Interviews will take place on **Thursday 4th August**

For any enquiries or to arrange an informal conversation about the role please contact:

Diane Hicks, Operations & Resources Manager, Email: diane.hicks@romseymill.org or call: 01223 213162 – option 1 followed by option 1