

## DORSET COMMUNITY ACTION

### JOB DESCRIPTION

#### 1. IDENTIFICATION OF JOB

<b>JOB TITLE:</b>	<b>CLARC FACILITIES ASSISTANT</b>
<b>HOURS:</b>	<b>6 HOURS PER WEEK ( WEDNESDAYS 11.30 AM TO 5.30 PM) PLUS AD HOC ADDITIONAL HOURS TO COVER HOLIDAYS AND SICKNESS</b>
<b>MANAGED BY:</b>	<b>CLaRC CENTRE MANAGER</b>
<b>SALARY:</b>	<b>£18,400 (Pro rata for 6 hours £2,984)</b>
<b>LOCATION:</b>	<b>COMMUNITY LEARNING AND RESOURCE CENTRE - WIMBORNE</b>

#### 2. OVERALL PURPOSE OF JOB

The aim is for the Community Learning and Resource Centre is to become a sustainable asset to the local community offering affordable room hire and office space and more general community uses, provided in a high quality, supportive, safe and friendly environment. The Facilities Assistant will assist the Manager to ensure that the Centre is maintained and developed, in order that it is used to its full potential and becomes financially self-sufficient.

#### 3. DUTIES

- To receive and assist customers, in person and by telephone, with all Centre related enquiries.
- To take responsibility for the security of the building in the absence of the Centre Manager and help to maintain the overall presentation for potential users and visitors.
- To ensure the smooth day to day running of the centre on a Wednesday.
- To operate the booking system software to include taking and processing bookings and sending out confirmations to customers.
- To be a flexible resource for the Centre and be able to provide ad hoc cover for holidays/sickness.
- To ensure that, upon arrival and prior to departure, the Centre is adequately prepared for the forthcoming activities including: clearing any debris left by previous users of the rooms, setting out room layouts according to the timetable and clearing any crockery used for refreshments.
- Be able set up and take down tables and chairs in the rooms, as per customer requirements, and move them back and forth to the storage area. Manual handling training will be given.
- Ensure centre is cleaned and sanitized to meet current CV19 safe requirements.

- To ensure good relations with tenants, and ensure tenants are given a quality service in return for their office space rental.
- To assist the CLaRC Manager in ensuring that all significant equipment and other assets are safeguarded and that record in the diary any irregularities.
- To be a key holder for the centre, and be responsible for the setting/unsetting of the alarms, and regulating access to the Centre.
- To work with the Centre Manager and CLaRC volunteer group on new income initiatives for the Centre.

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## **6. RESPONSIBILITIES TO DCA**

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- **TEAM WORKING** - To work in harmony, support and liaise as appropriate with the DCA staff team
- **ADMINISTRATION** - To be self-administering and carry out own filing, typing, monitoring and file and email management.
- **POLICIES** - To abide by all DCA policies and values.
- **TRAINING** - To take part in quarterly staff meetings and training organised by/for DCA staff. To undertake personal training and development as agreed with your line manager.
- **EQUAL OPPORTUNITIES** - Dorset Community Action has an Equal Opportunities Policy and all employees have a responsibility for the successful operation of the Policy.
- **OTHER DUTIES** - Undertake any other duties commensurate with post, as agreed with the line manager.