



Position: Kickstart Admin and Centre Assistant

6 Month contract

25hrs per week – Paid at Minimum Wage of £8.91ph

To apply for this job, you must be aged 16 to 24 , claiming Universal Credit and eligible for the Kickstart Scheme. If you're unsure, check with your job coach at the job centre.

Once they've registered your interest, we can send you out the application pack.

Deadline for applications end of Monday 3rd Jan 2020

Interview is w/c is week commencing Monday 10th Jan 2020

Full Circle Youth Services and Docklands Youth and Community Centre (Full Circle @ Docklands Ltd) are on an exciting journey. Whilst closed throughout the pandemic, we've completed a full refurbishment of the centre and are looking forward to welcoming in a whole new range of activities and people into the centre. You'll be one of the first points of contact for people getting in contact with us and will be helping them to organise and deliver their events and be part of the team who help keep the Centre organised.

You might not have any professional experience in administration or managing buildings or setting up events but we're keen to hear from anyone who is enthusiastic about working in a community centre and busy Voluntary Community and Social Enterprise (VCSE) organisation. We are rooted in St Pauls, with over 40 Years experience of working with the families and communities in the area.

This year we have:

- Extended our lease from 15 to 30 years
- Maintained youth delivery throughout the pandemic
- Refurbished the Youth and Community Centre.
- Built a nursery and invited Raised in Bristol into the team.
- Developed more targeted work with the most at risk young people in our city
- Maintained 15hrs+ Open Access youth provision in the area.
- Deliver regular community led, culturally appropriate community sports inc. Women's Yoga and Basketball, Men's Table Tennis and Adult and Youngerz Breakdancing.
- Refurbished our offices, opening up skylights, a new waiting area and smart heating.
- Developed a 3 year business plan that projects financial sustainability independent of grants by 2026!

This role will support in the delivery of the day to day running our Community Centre in the heart of St Pauls. It will be split between delivering our events, bookings and office rental and general upkeep of the building and supporting the administration of our activity. Whilst there will be some homeworking, we



will be expecting the majority of this role to take place at the centre and whilst most of the work will take place in regular office hours the role will require some early mornings, late nights and weekend work.

This role will be supervised by the Centre Manager but will be supporting the work of the Finance and Centre Administrator, Youth Development Manager and the Managing Director.

We need someone to come on board who has all round organisational skills. Key objectives of this role will be:

- General office administration
- Delivery of Events, customer service, setting up, packing down, clearing up.
- Supporting with the administration of bookings
- General tidying, logging maintenance and supporting regular building duties (i.e. Alarm Testing)
- Use of Google Drive, Microsoft Office, Zoom etc.
- Liaising with Customers
- General Administration such as taking meeting notes, supporting with emails, collecting, opening, sorting mail, photocopying, scanning, filing etc as required
- Day to day management of office in absence of other staff
- Supporting the Centre Manager and other workers as directed
- Support youth work sessions as directed by centre manager
- Any other duties as requested from time to time

We're looking for someone who is very organised who likes to work both as part of a team but also with autonomy and enjoys the buzz of a busy community-based organisation. The position is likely to appeal to someone who enjoys getting to know people and organisations. It might suit someone with a passion for St Pauls. It could also suit someone looking for an exciting opportunity to prove themselves and add to their portfolio of experience- perhaps because they are at the start of their career or want to work in for a more meaningful cause.

If you feel you are a suitable candidate, but do not feel all of the Essential Criteria, please feel encouraged to make an application and clearly state why you think you'd be a good candidate for the role. As part of the application, please aim to write an example for each essential criteria point and any desirable criteria point from your own experiences. If you do not have any examples relating to professional experiences, please feel free to use examples from your personal experiences.

Desirable Criteria

- Managing bookings, scheduling, meeting, setting up/packing down, cleaning up
- Managing a large variety of task simultaneously



- Experience in administration
- Keen eye for detail
- Use of excel and Microsoft word
- Experience undertaking basic financial administration
- Experience in data entry
- Customer service experience - handling calls, emails and inducting new clients
- Good communication skills
- Good standard of English, IT and basic maths
- Ability to act on own initiative
- Commitment to equality of opportunity and diversity
- Ability to work in a small team of 1-3 people.
- Social Media experience or confidence is a bonus
- A passion and knowledge about the VCSE and charity sector, Black, Asian, Minority Ethnic or People of Colour voices and community leaders within Bristol.
- Experience of Canva or other templating platforms.
- Has lived experience of the area, people, challenges or cultures that Docklands represents.