



## Hinckley Club for Young People

Post: Administration Officer

Hours: 16.25 hours a week (averaged over a two-week period)

Days/Times: 2 or 3 days per week, 9.30am to 4.30pm

Grade: £10.00 per hour

### **Introduction**

Green Towers, Hinckley Club for Young People are looking for an enthusiastic and energetic individual to join the daytime operations team. The role of Administration Officer will be key to the ongoing growth and support the Centre offers to the general public, local businesses, clubs, groups, association and educational institutions

### **Role Responsibilities**

Reporting to the Operations Manager and Financial Director and Administration Officer will be responsible for meeting the greeting, answering internal and external calls, maintaining accurate records and systems relating to hire/bookings, customer accounts, cash reconciliation and general administrative duties

### **Person Specification**

The role requires excellent customer relations and previous experience working in an office/administrative team environment, as well as being able to set themselves targets when working on specific projects. The applicant requires a good understanding of MS Office Word Processing and Excel Spreadsheets, and advantageous if experienced in Outlook and QuickBooks packages, although training will be provided

### **Rewards**

The Administration Officers position will be a shared role and some flexibility is essential. The hours of 9.30am to 4:30pm, 2 or 3 days per week, 16.25 hours per week averaged over a two week period, paid grade of £10.00 per hour

### **Location**

Green Towers Hinckley Club for Young People situated on Richmond Park Hinckley, approximately 1 mile from the Town Centre and 1.5 miles from the Train Station. It has good bus routes to Tudor Road and ample free car parking on site. The Reception and Office will be the main places of work within the Centre and are both conveniently located next to the main entrance/exit. The building itself is modern with excellent facilities and partnership built in 2010 to support both Youth Club and Activity Space Hirers, in and around the Hinckley area of South West Leicestershire

### **The Centre**

During the day the Centre is an Activity and Hire facility. During the evening and on Saturday afternoons the Centre becomes a Young People's Youth facility. As a registered charity and company limited by guarantee, the Centre relies on support through hire of its facilities to the local community

### **Next Step**

Applicants should send their CV with a covering letter to the Manager GreenTowers HCYP Ltd Richmond Road Hinckley Leicestershire LE10 0DZ or email in a Word Processing or PDF Format to [Donna@greentowers.co.uk](mailto:Donna@greentowers.co.uk) Closing date for applications is **Friday 22<sup>nd</sup> October 2021**. Interviews will commence on Friday 29<sup>th</sup> October 2021.