



Chalfont St Peter Community Centre

Gravel Hill, Chalfont St Peter, Bucks. SL9 9QX.

Job Description

Purpose of the role

As a valued member of the Community Centre team which is registered charity, you will provide day-to-day administrative and operational support to help ensure the smooth running of the centre. Based primarily in the office, you will be a welcoming first point of contact for visitors, hirers and community groups, assisting with bookings, enquiries and general administration while helping to support the centre's activities, events and community projects.

The role is varied and hands-on, requiring someone who is organised, adaptable and willing to assist colleagues with a wide range of tasks to help keep the centre running efficiently.

Key Responsibilities

1. Bookings & Customer Support.

- Welcome and assist hirers, visitors and community groups, providing a friendly and professional first point of contact.
- Assist with room and facility bookings, ensuring all relevant documentation is completed and stored in line with organisational and insurance requirements.
- Learn, administer and maintain the Hallmaster booking system, ensuring accurate records and a smooth booking experience.

2. Facilities, Safety & Compliance

- Work alongside colleagues to support the day-to-day management of health and safety within the centre.
- Assist with routine health and safety procedures, including alarm testing, fire safety records, risk assessments and incident reporting.
- Support the review and maintenance of organisational policies and procedures, helping to ensure compliance with legal, statutory and regulatory requirements, including Health & Safety, GDPR and Safeguarding.
- Assist with maintaining records relating to fire safety, training and compliance in line with current legislation and organisational procedures.

3. Social media & Communications

- Support the management and updating of the centre's website, ensuring information remains accurate, accessible and up to date.
- Assist with maintaining a consistent and engaging presence across the centre's social media platforms including creating and scheduling content and responding to community enquires where appropriate.
- Help promote events, activities, and initiatives through newsletters, digital flyers, and community communication.



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4.Fundraising & Community Engagement

- Provide administrative and practical support for fundraising events, community activities and centre initiatives.
- Assist with the preparation of promotional materials and event administration as required.

5.General

- Provide administrative support to the office team across a variety of day-to-day activities.
- Offer occasional support at general, trustee and internal office meetings, including helping to prepare notes or minutes where required.
- Assist with the preparation and presentation of rooms for meetings and events, including light furniture movement and helping to ensure facilities are welcoming, tidy and ready for use.
- Use Microsoft 365 applications to support the efficient operation of the office.
- Undertake any other duties appropriate to the role that support the effective operation of the community centre.
- Appropriate induction, training and ongoing support will be provided to enable you to carry the role effectively.

Position

Permanent (subject to successful completion of a six-month probationary period.)

Hours

12 hours per week, with the opportunity for additional hours as the role develops. Occasional evening meetings may be required.

Salary

£8,736 per annum (12 hours per week, pro rata), based on a full-time equivalent salary of £27,300 per annum (37.5 hours per week).

Location

This is an on-site role based at our centre.