



Love's Farm House Administration Assistant

Job Description

Job Title:	Administration Assistant
Salary:	£12 per hour
Hours:	6-8 hours per week across a minimum of 2 days (to be agreed between the successful candidate and the Trustees of Love's Farm House)
Holiday:	5.6 weeks per annum pro-rata
Location:	Love's Farm House, 17 Kester Way, St Neots PE19 6SL
Reporting to:	The General Manager of Love's Farm House
Closing date:	Friday 1 March 2024

Any job offer will be subject to reference checks, in accordance with Love's Farm House's safer recruitment policy, and a three-month probation period.

Background

Love's Farm House is a purpose-built community centre, which opened in October 2015. The building is owned by Huntingdonshire District Council and managed by Love's Farm Community Centre CIO, a charity led by volunteer trustees for the benefit of local residents. LFH offers a wide range of hirer-led activities such as toddler groups, exercise classes, children's uniformed organisations, youth clubs and support services. There is a community cafe on Tuesday, Friday and Saturday mornings, a Friday evening bar and one-off fundraising events such as discos and magic shows. The building is made available for hire for private parties and events at the weekend.

Post Summary

An opportunity has arisen for an Administration Assistant to join the small team of staff at Love's Farm House. The post will be for 6-8 hours per week, worked across at least 2 regular days each week in the office at Love's Farm House.

The postholder will support the General Manager and Bar Manager with administrative tasks, including bookings, finance, stock control and events administration, as well as providing some reception services for the building. The successful candidate will have general administration experience, a good level of IT literacy and a friendly, customer service focused attitude.

Duties Include:

- Providing administrative support for party bookings, including liaising with hirers, drafting hire forms, inputting data into the Love's Farm House booking database, Planyo, and tracking deposit and hire fee payments.
- Assisting the General Manager with regular hire bookings, where required.
- Assisting the General Manager with finance tasks, including logging incoming and outgoing payments and invoices.
- Assisting the Bar Manager with organising staff rotas for Friday and Saturday bar nights.
- Keeping track of stationery and cleaning supplies for the building and submitting orders as necessary.
- Carrying out stocktakes of the Love's Farm House bar stock and submitting orders as necessary, in liaison with the Bar Manager.
- Supporting the Trustees of Love's Farm House with the coordination of in-house events.
- Supporting the marketing of events in the building, including updating the building's website and social media channels.
- Taking enquiries from customers by telephone, email and in person.
- Assisting with setting up rooms and equipment for hirers, moving furniture as required.
- Any other administrative tasks that may reasonably be required in line with the responsibilities above.

Note: this job description may be reviewed and is subject to change from time to time.

Preferred skills and qualifications:

- Experience of working in a customer service focused role.
- General administration experience.
- Strong organisational skills.
- Experience of using Microsoft Office packages.
- Willingness to work flexibly and outside contracted working hours on occasion.
- Experience of using G Suite applications and the Xero accounting system is desirable but not essential.

- GCSE Maths and English at Grade C or above, or equivalent, is desirable.

Please send your CV and a short covering letter or email explaining why you believe you would be suitable for this role to bookings@lovesfarmhouse.co.uk by 1 March 2024.