

Community Learning Hub Coordinator

Falkirk

Full time, 37 hours per week

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness. And that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Our way of working is built on four core values, which are at the heart of all our work and decisions:

Compassion Respect Integrity Innovation

[Read more about us and our values](#)

1 General

Cyrenians Community Learning Hub in Falkirk provides a range of services that support people of all ages, circumstances and backgrounds to improve their health and wellbeing through sustainable routes to employment, overcoming challenges and find opportunities to progress.

Arnotdale House is also open to members of the public, with function rooms available to hire for a range of activities, such as: community group meetings, small concert evenings/recitals, craft fayres, educational courses, etc.

Our services include:

- Event and Meeting space - providing a resource for the community
- Dollar Park walled garden – offering opportunities to skill people on Community Payback orders as well as providing an attractive space for the local community
- Initiatives targeted at improving the health, wellbeing and opportunities within local communities
- Justice Employability support
- Mental Health and Wellbeing

This post coordinates and supports the activities of our Community Learning Hub. You will liaise with community members and groups as well as other professional bodies; and provide practical support for events.

The role also provides administrative support to our Managers and Senior Manager with a range of organisational and compliance tasks to enable them to efficiently respond to, and move between, their varied priorities.

The post holder will take on responsibility for some health and safety processes within the building and is expected to ensure we remain legally compliant.

This role requires excellent organisational and administrative skills, flexibility and the ability to manage and prioritise a range of responsibilities.

Please note the postholder will be required to move chairs and tables, and access both our attic and basement for compliance checks. Due to the age of the building, the attic and basement are only accessible via stairs.

2 Tasks and Responsibilities

Exact tasks will vary week-to-week based on priorities but will include the following:

General administration and coordination:

- Oversee Community Learning Hub room hire booking system and calendar management
- Organize meetings/events (virtual and in-person) including the distribution of paperwork, arranging refreshments, break-out rooms and note-taking
- Photocopying, printing, proof-reading & filing
- Monitoring and ordering supplies

Community Learning Hub and relationship-specific administration:

- Lead on the invoicing process and maintain the invoice spreadsheet
- Oversee the petty cash system and monthly reconciliation
- Support Falkirk Management Team by completing universal area of funding applications, proof reading and maintaining a timeline for completion of funding applications
- Support Falkirk Management Team by updating organisational databases,
- Collate all service reports

Event Space/Room Hires

- Support the smooth running of our event space
- Ensure rooms are set up as required with furniture and equipment, etc.
- Ensure customers receive refreshments i.e. tea, coffee and water etc.
- Clear rooms following events.

Marketing & Publicity

- Promoting Community Learning Hub activities through social media
- Ensuring the design of publicity material is in line with organisational guidelines

Health and Safety/Compliance

- Comply with and follow Health and Safety policy and legislation

- Assist with Risk Assessments where required
- Report all safety matters to the Property team and Line manager
- Carry out regular compliance checks, such as:
 - Weekly fire alarm test
 - Legionella testing
- Maintain records of all compliance checks
- Be responsible for opening and closing the Community Learning Hub when required

Other duties

- Adhere to all Cyrenians policies and procedures, promoting good practice regarding confidentiality, volunteers, health & safety, and equality of opportunity
- Undertake any other duties that may reasonably be expected to fulfil the role

3 Person Specification

Experience Previous experience working in an office environment	Essential
Skills Excellent IT skills including Microsoft office programmes Excellent organisational skills with an eye for detail Strong interpersonal skills and telephone manner Ability to communicate effectively with broad range of people including tenants, service users, contractors and other external agencies	Essential Essential Essential Essential
Approach Methodical and conscientious Able to work independently with minimum supervision Respects confidentiality of personal matters pertaining to people we work with and colleagues	Essential Essential Essential
Qualifications First Aid Training* Fire Warden Training* *these are required for this post, however training can be provided	Desirable Desirable

5 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Line Manager:</u>	Employability & Justice Service Manager
<u>Workplace:</u>	Community Learning Hub, Arnotdale House, Dollar Park, Falkirk
<u>Working Hours:</u>	37 hours per week. This will include Tuesday evenings and occasional weekends. <ul style="list-style-type: none"> • Monday 8.30am - 5.00pm • Tuesday 4.30pm - 10.00pm • Wednesday 9.00am – 5.00pm

- Thursday 8.30am - 5.30pm
- Friday 8.30am - 4.30pm

Work pattern can be discussed at interview

Annual Leave:

25 days plus 10 public holidays, pro rata

Salary:

£25,352 to £27,907 per annum (scale points 20 to 24)

Pension:

Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder

Pension Scheme – current contributions being 5%

employee and 3% employer. Option of enhanced

Employer contributions to the same QWPS of 6%

initially, rising to 9% after 2 years and 12% after 5

years (subject to employee contributions of 6%).

Disclosure:

Not required

5 Application Deadline and Interview Dates

Closing date: Monday 3rd November at 12 noon

Interview date: Interviews will be held in Falkirk Wednesday 12th November

Second stage: Friday 14th November

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.