

Abbey People CIO
Job Description – Community & Office Assistant

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At Abbey People, we owe our success to our people. We are currently seeking someone to join the team as a Community & Office Assistant. Flexibility is essential to this position, with some evening and occasional weekend work required. The ideal person for this role would have an interest in supporting the local community, have a friendly and approachable manner with excellent communication skills.

This is a part-time, fixed term role, up to 20 hours per week (with potential for additional hours at points throughout the year) until 31st March 2025, and will be paid at the Real Living Wage which is currently £12 per hour.

Objectives of this Role

- Help welcome the public to drop-in sessions, groups and events by providing a safe friendly space for people to relax and enjoy.
- Help to reduce isolation in the community.
- Introduce residents to the possibilities of volunteering with the organisation.
- Support the existing staff team with delivery of projects and key administrative tasks including recording monitoring data.

Daily and Monthly Responsibilities

- Assist with general office duties, including administrative support and data entry.
- Create a welcoming and friendly space.
- Answer enquires and direct members of the public to the appropriate services.
- Work with other team members to plan and prepare resources for sessions and events. Set up resources when required.
- Prepare refreshment station where needed.
- Cleaning and packing down each session.
- Support at sessions and events as needed. These include Community Coffee Mornings, Youth Club sessions, Food Hub sessions, community events e.g. The Big Lunch.

Skills and Qualifications

- Good written and verbal communication skills (essential)
- Working knowledge of office IT (desired)

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- An understanding of confidentiality and how that applies in a working environment (desired)
- Knowledge of safeguarding (desired)
- Good time-management skills and multitasking ability (essential)
- A connection to Abbey Ward in Cambridge (desired)

Equality and Diversity is very important to us, and we welcome applications from people with protected characteristics, please contact us with any queries or to discuss reasonable adjustments.

Please apply by mid-day on 19th April 2024 with an introduction letter, including level of schooling achieved, volunteer experience, other skills or qualifications and any work experience to admin@abbeypeople.org.uk.

Interviews are planned for Thursday 25th April 2024, please inform us if you won't be able to attend that day.