

Job Description

At Abbey People, we owe our success to our people. We are currently seeking someone join the team on a 12 months fixed contract as a Community Assistant. The ideal person for the job will be a problem solver with excellent communication skills and very good attention to detail. They will be interested in working in an office environment, performing administrative tasks and providing support to coworkers. The ability to multitask, manage schedules, and meet changing deadlines is essential to the position.

Objectives of this Role

- Help welcome the public to “The Hub” providing information, answering questions, and responding to requests
- Responding to Community Centre enquiries, arranging viewings, processing booking forms and any other admin relating to the Community Centre.
- Help ensure optimal operation of office equipment, supplies, and inventories with preventive maintenance
- Provide administrative support for the team, including helping with social media and communications activities

Daily and Monthly Responsibilities

- Provide front desk coverage, including answering the phone, greeting guests who enter the office, and maintaining an organized office environment.
- Monitoring all inboxes and ensuring timely responses.
- Provide administrative support to the team.
- Processing requests for Community Centre and other spaces.
- Support at any large community or youth events.
- Volunteer onboarding.
- Lead weekly drop in and coffee morning sessions, creating activities for these events.
- Any other ad hoc duties that may be required.

Skills and Qualifications

- Good written and verbal communication skills
- Good time-management skills and multitasking ability

Abbey People CIO
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- An understanding of Microsoft Office, with aptitude to learn new software and systems
- A connection to Abbey Ward in Cambridge is desired.

Salary

Real living wage £12.60 per hour. Hours of work are 20 per week working Tuesday and Thursday 9-4.30pm and Friday 8.30-2.30pm. Holiday entitlement is equivalent of 25 days plus bank holidays pro rata. Some evening and occasional weekend work maybe required.

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 with an introduction letter, including level of school achieved and any work experience to admin@abbeypeople.org.uk.