

## Job Description

### Community Development Administrator



SUPPORTING THE COMMUNITY THROUGH  
ADVICE, SUPPORT & SERVICES

**Hours:** 15 per week (*with flexibility to meet customer demand*)

**Salary:** £16,000 p.a. pro rata

**Fixed Term Contract:** 3-months

**Reports to:** Community Development Manager

**Work Base:** The Healthy Living Centre, Aylesbury

**Key Contacts:**  
Grant Managers  
Service Providers  
Partnership Representatives  
Colleagues  
Volunteers

#### Job Summary

The Healthy Living Centre is a well established, vibrant social enterprise, based in Aylesbury. It provides a variety of health and well-being services to areas of high deprivation in Aylesbury and the surrounding County.

The Administrator will provide support in order to ensure the efficient running of the Community Development Team within The Health Living Centre (HLC). This will involve filing, electronic data-entry, room bookings and general administrative support for the Team.

#### Main Responsibilities

- Input data about customer participation in activities into the spreadsheet, tallying totals for reporting purposes
- Manage bookings for training sessions and the use of meeting rooms.
- Maintain records of visitors, appointments and bookings as required.
- Gather feedback from centre users as required, supporting the monitoring and evaluation of the centre's services.
- Maintain confidentiality of all information.
- Undertake training as required for the role.
- Be flexible in your working location to cover for holidays, sickness and other requirements.
- Undertake other work that may arise on a day to day basis, to support the work of the HLC, as requested by the Manager.

**This post requires enhanced DBS disclosure.**

Last Updated: December 2017

## Person Specification

### Community Development Administrator

Factor	Essential (E) / Desirable (D)
<p><b>Qualifications</b></p> <p>Good general education – numerate and literate</p>	E
<p><b>Experience</b></p> <p>At least 6 months demonstrable administrative experience</p> <p>Experience of dealing with the public</p> <p>Experience in designing information material</p>	E D E
<p><b>Knowledge</b></p> <p>Computer literate</p> <p>Good knowledge of Microsoft Office, including Excel</p>	E E
<p><b>Skills and Abilities</b></p> <p>Administrative skills</p> <p>Good organisational skills</p> <p>Able to work independently</p> <p>Ability to effectively prioritise workload</p>	E E E E
<p><b>Personal Attributes</b></p> <p>Organised</p> <p>Friendly and approachable</p> <p>Team player</p>	E E E
<p><b>Motivation</b></p> <p>Self motivated</p> <p>Commitment to the ethos and aims of the HLC</p>	E D