



# Trinity Centre Canolfan y Drindod

## **Administrator (Part Time) Job Description**

Location: The Trinity Centre, Newport Road, Cardiff CF24 1LE

Employer: Cardiff Methodist Circuit / Trinity Centre Executive Board

Line Management: The Trinity Centre Executive Board. John Powell

Duration of Post: Currently funded April 2018 to 31 March 2019

Salary: £13,720 p/a

Hours: 20 hours per week; some out of hours working required with time off in lieu.

Holidays: 13 days p/a plus statutory holidays.

### **Background**

The Trinity Centre was established following the decision of the church council of the former Trinity Methodist Church to cease to worship at the Newport Road church buildings in Cardiff. Work with refugees, asylum seekers and other community groups has been based at Trinity for several years, notably the Space4U project which provides a range of services in collaboration with the Welsh Refugee Council and other agencies. Concerned that this work should continue, the Cardiff Circuit of the Methodist Church agreed to sponsor the conversion of the premises to provide a community base with a principal focus on work with refugees and asylum seekers. Although still actively supported by the Methodist Church, the Centre is open to people of all faiths and none. Several ethnic minority congregations are continuing to use the building each week for worship.

The Centre is overseen by members of the Executive.

The aim is that the Centre should become established as a thriving base meeting a range of community needs while retaining its primary focus on supporting refugees and asylum seekers.

### **Overview of Post**

The post of Centre Administrator will play a vital role in maintaining the smooth running of the Trinity Centre, ensuring that facilities are well maintained. The main focus of the role is to manage the function of the office and all its relevant sections for the smooth running of the centre. The Centre Administrator will be responsible for managing room bookings and ensuring agreements are adhered to. The post holder will facilitate a function for the Trinity Centre to ensure that user groups, service users and all visitors have a positive experience of the Trinity Centre. Maintaining and developing excellent relations with existing and new user groups will be fundamental to the role.

## **Principles Duties**

### **Principle Duties and Qualities for Administration**

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Write and distribute email, correspondence memos, letters, faxes and forms
- Make room bookings and maintain the booking calendar
- Raise invoices and maintain basic financial administrative filing systems
- Develop and maintain a filing system
- Order office and cleaning supplies
- Pay attention to detail and be consistent in your work
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritise work
- Management of office equipment.
- Maintaining a clean and enjoyable working environment.

### **Other Responsibilities**

- To liaise with contractors to book necessary building repairs and maintenance and ensure that repairs, maintenance and cleaning are completed to a satisfactory standard.
- To assist the Executive with the development of the Trinity premises to enable their use as an improved multi-user building and flexible resource meeting a wide range of community needs.
- To assist the Executive with the recruitment of volunteers and any other duties that may arise from time to time.
- Ensure that the premises are ready and safe to be opened and closed as required, taking into account the Centres General, Fire, and Health and Safety policies.
- Engagement and interaction with the local community and surrounding area, to develop good working and neighbourly relationships.
- To develop promotional material to raise awareness of the Centre, increase our internet and social media presence and maximise fundraising potential.
- Any other responsibilities determined by the Trinity Centre Executive Board to be necessary to fulfil the aims of the Centre.

### **Key Relationships**

- Chair and Members of the Trinity Centre Executive Board.
- Lead volunteer team and volunteers of Space4U including the STAR Group [Cardiff Student Action for Refugees]
- Lead officers of other regular user groups, including ethnic minority churches.
- Welsh Refugee Council, Made in Roath and Global Gardens(Poppy Nicol)
- Displaced People in Action
- Asylum Justice

## Person Specification

| Requirement |   | Essential | Desirable |
|-------------|---|-----------|-----------|
| <b>1.0</b>  | <b>Knowledge</b>  |           |           |
| 1.1         | A good knowledge of the issues facing refugees and asylum seekers                 |           | ✓         |
| 1.2         | An understanding of financial administration                                      |           | ✓         |
| 1.3         | Familiarity with monitoring & evaluation systems                                  |           | ✓         |
| 1.4         | Knowledge of facilities management  | ✓         |           |
| 1.5         | Committed to Equal Opportunities  | ✓         |           |
| 1.6         | Familiarity with working with faith groups  |           | ✓         |
| <b>2.0</b>  | <b>Skills</b>   |           |           |
| 2.1         | Motivated and a self-starter, able to work for periods without direct supervision | ✓         |           |
| 2.2         | Able to prioritise workloads and work to deadlines                                | ✓         |           |
| 2.3         | Have strong ICT and administrative skills including proficiency in MS Office      | ✓         |           |
| 2.4         | Able to work with community groups and volunteers                                 | ✓         |           |
| 2.5         | Able to empower people and groups to participate in decision making processes     |           | ✓         |
| 2.6         | Personal commitment to learn and develop  | ✓         |           |
| 2.7         | An excellent communicator   | ✓         |           |
| <b>3.0</b>  | <b>Experience</b>   |           |           |
| 3.1         | Experience of working positively with people from a wide range of backgrounds.    | ✓         |           |
| 3.2         | Experience of working in a reception or front-facing role                         | ✓         |           |
| 3.3         | Experience of working in a multi-user environment                                 | ✓         |           |
| 3.4         | Experience of liaising with suppliers and contractors                             |           | ✓         |
| 3.5         | Experience of community engagement and the principles of community development    |           | ✓         |
| 3.6         | Experience of volunteering or supervising volunteers                              | ✓         |           |
| <b>4.0</b>  | <b>Competencies</b>   |           |           |
| 4.1         | Integrity   | ✓         |           |
| 4.2         | Respect   | ✓         |           |
| 4.3         | Innovation  | ✓         |           |
| 4.4         | Accountability  | ✓         |           |
| 4.5         | Fairness  | ✓         |           |
| 4.6         | Effectiveness   | ✓         |           |



# Trinity Centre Canolfan y Drindod

Piercefield Place, Four Elms Road, Cardiff, CF24 1LE

[www.trinitycentre.wales](http://www.trinitycentre.wales)

## Application form for Administrator (Part Time)

|  |   |
|--|---|
| <b>Name</b>                                      |   |
| <b>Home Address</b>                              |   |
| <b>E Mail address</b>                            |   |
| <b>Telephone Number Day time</b>                 |   |
| <b>Telephone Number Evenings</b>                 |   |
| <b>Please attach CV</b>                          |   |
|  |   |
| <b>Please forward this form and your CV to:-</b> | <b>Mrs Heather Cox</b><br><a href="mailto:heathercox@live.co.uk">heathercox@live.co.uk</a><br><br><b>Or by post to the Trinity Centre</b> |
| <b>Deadline for Application</b>                  | <b>Wednesday 14<sup>th</sup> March 2018</b>   |