

Lordship Hub Co-op

Community building in every sense

Office Coordinator

Working pattern: full-time, part-time or job-share*

Hours: 20 hours per week (but could be less, or up to 40 hours per week depending on exact roles taken on)*

Salary: £27,000 for full-time (40 hours per week)

Start date: Immediate

Duration: permanent

Location: office-based in Lordship Hub, Lordship Rec, Tottenham

Closing date: Midnight, 1 April 2024

The Hub is looking for an organised and motivated individual to join our team as Office coordinator.

You will be responsible for making sure the Hub's general office procedures, HR, finance and IT runs smoothly and efficiently at all times.

Some of our current processes are time-consuming and ripe for improvement. We are looking for an individual who can identify where we can automate processes and reduce the administration burden on staff and volunteers.

You will work in close collaboration with the Hub people coordinator, cafe managers, Treasurer and lead board members for fundraising and personnel, as well as other members of staff and volunteers.

The central ethos of the Hub is that it is run for the community and by the community, so we are looking for staff who will always think about how they can maintain effective community involvement in their work and the organisation.

Roles and responsibilities will include

- Financial administration
 - o Monthly reports to staff and board on financial status
 - o Uploading all invoices/credit notes
 - o Lead the month end process and compilation of management accounts pack with the accountant

- Provide other regular and adhoc financial reports to support good financial management
- Process all supplier invoices and conduct a monthly payment run
- Managing cash and banking
- Fundraising
 - Identify fundraising opportunities
 - Lead and support bid writing
 - Track spend of grants awarded
 - Complete monitoring returns to grant organisations
- IT administration
 - Microsoft 365 administration
 - Telephone and wifi administration
 - First line of technical support for Hub staff
- Building administration (shared with all staff)
 - Ensure the Hub building remains clean, tidy, safe and welcoming at all times
 - Administration support for the building supervisor and building improvement works
 - Deal with enquiries from users

Skills and criteria

Essential

- Highly numerate
- Extremely organised
- Excellent verbal and written communication skills
- Confident user of digital products including Microsoft 365 applications including Word, Excel and PowerPoint
- Committed to learning and developing the Hub's cooperative principles, including our flat management structure

Desirable

Experience of

- Quickbooks Online
- iZettle reports
- Microsoft 365 admin centre
- Fundraising

We will provide training if you do not already have experience of the tools and skills listed in the desirable criteria.

*We are recruiting two roles simultaneously – Office Coordinator and People Coordinator. The hours and the exact split of responsibilities between the roles can be changed, depending on the strengths and preferences of the successful applicants.

Why it's great to work at Lordship Hub

- Work with a friendly and committed team with a mix of talents to support each other
- Enjoy a friendly, lively atmosphere in a beautiful park setting
- Be part of a community-run organisation involving local volunteers and users
- Be involved in shaping how the Hub works for the local community in future

About Lordship Hub

The Hub is a community run cooperative in an attractive building at the heart of a beautiful park, overlooking a lake. Our aim is to provide services that are needed in the local community including community events, room hire and volunteering opportunities. We also have a café which has become a popular venue, serving park users and the community.

To apply

Please send your CV and a covering letter to: personnel@lordshipub.org.uk

Email us for a chat if you have any questions about the role.

How we will be assessing applications

CVs and covering letters will be assessed against the essential and desirable criteria listed in the job advert.

Please make it clear in your CV and covering letter how you meet these criteria.