

Lordship Hub Co-op

Community building in every sense

Office Coordinator Job Advert

Role: Office Coordinator

Working Pattern: Part-time, 20 hours per week including 2 weekend days per month

Salary: £15,392.00 (£28,860.00 full time)

Start Date: ASAP – ideally by w/c 14th September 2026

Duration: Permanent

Location: Office-based at Lordship Hub, Lordship Rec, Tottenham

Application Closing Date: 11.59pm Sunday 30th August 2026

Interview Date: Monday 7th September

About Lordship Hub

Lordship 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. As a member's co-operative, we aim to provide the structure for local community members to run our community centre. For practical and ethical reasons, we operate a flat management structure and a flat pay structure, and we are an accredited London Living Wage Employer.

About the role

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.

The central ethos of the Hub is that it is a co-operative community centre that is run for the community and by the community. We are looking for an individual who is committed to working collaboratively with other Hub staff (People Coordinator, Café Managers, Building Supervisor), volunteers (including Board members, IT volunteer) and who will always think about how they can maintain effective community involvement in their work and in the organisation.

As the role is public facing and based on collaborative working with others, roles and responsibilities may shift due to organisational need. A positive and flexible attitude as well as a willingness to learn is essential for this role.

Roles and responsibilities will include

- **HR & internal communications responsibilities**
 - Chair and minute fortnightly staff meetings, circulating meeting minutes with staff and board, and keeping staff up to date on board updates
 - Work with personnel working group and staff HR team to ensure the Hub is following employment law and HR good practice
 - Monitor and record sickness, holiday and other forms of absence
 - Process salary payments etc
 - Work on ensuring that the Hub's co-operative and flat hierarchy structures are working as best as they can
 - Recruitment, onboarding and offboarding of staff
- **Financial administration**
 - Uploading all invoices/credit notes to accounting software
 - Lead the month end process and compilation of management accounts pack with the accountant
 - Create summary monthly financial report based on accounts to report to circulate with staff & board to ensure everyone is kept up to date on the Hub's financial position
 - 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
 - Work with community engagement group on grant bid writing, especially in suggesting project budgets
 - Track spend of grants awarded
 - Complete monitoring returns to grant organisations
- **Building administration**
 - Ensure the Hub building remains clean, tidy, safe and welcoming at all times – including liaising with cleaning team
 - Administration support for the building supervisor and building improvement works
 - Deal with enquiries from users
 - Health and safety, First Aid and Fire Safety responsibilities
- **IT administration**

- Microsoft 365 administration
- Telephone and wifi administration
- First line of technical support for Hub staff
- General Hub responsibilities
 - Covering the office and assisting with private hire bookings two weekend days a month or as agreed with People Coordinator
 - Open/close Hub (public building) at agreed times and ensuring the building is safe for public use
 - Responding to in-person, phone and email enquiries, including passing on to relevant Hub member, signposting to other relevant local organisations if necessary

Skills and Criteria

Essential

- Highly numerate
- Extremely organised
- Excellent verbal and written communication skills
- Confident user of digital products including Microsoft 365 applications, especially Outlook, Excel, and Word
- Enthusiasm for automating processes and reduce administrative burden
- Commitment to working collaboratively
- Commitment to learning and developing the Hub's co-operative principles, including our flat management structure
- Fast learner, adaptable and able to work with little direct supervision

Desirable

- Experience working with
 - Accounting software – Briefcase, Quickbooks
 - Microsoft 365 admin centre
 - Community organisations/ co-operatives that experiment with organising non-hierarchically
- Local resident or strong knowledge of the area

We are looking for people who are genuinely enthusiastic and committed to working in a co-operatively run community centre, and who have the skills and competencies listed in the essential criteria. Training is available if you do not have experience of the tools and experience in the desirable criteria.

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

- Lunch/refreshments provided on working day

To apply

Please send your CV and a covering letter **by 11.59pm Sunday 30th August** (500 words max) to: personnel@lordshiphub.org.uk. Feel free to email us for a chat if you have any questions about the role, or if you would like to submit your application in another format (e.g. video)

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.

We understand that some applicants may wish to use AI to support writing applications. However, as we would like to understand your experience and perspective, we ask that your application is not entirely generated through AI.