



Centre Assistant (Temporary 3 month role) Job Description

An exciting opportunity has arisen to join our welcoming and purposeful team at Gorton Central on a temporary basis. The Centre Assistant will provide a welcoming and inclusive reception service and ensure that the rooms are looking their best and set up for the day's activities and bookings.

Salary: £18,345.60-£22,932 per year depending on hours (£22,932 FTE per year) Real Living Wage

Location: Gorton Central, Highmead Street, Gorton, Manchester, M18 8PE.

Position type: Fixed term for 3 months.

Working hours: Between 28 hours (4 days) and 35 hours (5 days) a week - we are open to discussion with candidates and job share. Hours to be worked Monday - Friday with earliest start as 8.30am and latest finish 6pm.

Location: this is a Centre-based role, it is not possible to work from home.

Start: As soon as possible.

Managed by: Centre Manager/Services Manager

Responsible for: Day to Day supervision of volunteers

Other details:

- 5% employer pension.
- 25 days holiday plus 8 statutory bank holidays rising 1 day per year to a maximum of 30 days (pro rata for part time).
- Sick-pay is 4-weeks full pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory 6 month probation period).
- Access to free, confidential 'Health Assured' employee assistance programme.
- We hold the Association for Accredited Learning 'People, Culture and Wellbeing Quality Mark' demonstrating our commitment to promoting a healthy, wellbeing-focused culture and working environment.
- We are members of the Greater Manchester Good Employment Charter and won the Best for Health and Wellbeing - SME in the 2024 Good Employment Awards.
- HMHC strives to be an equal opportunities employer and celebrates diversity. We particularly welcome applications from people with disabilities, Black, Asian or Minority Ethnic backgrounds, LGBTQIA and from different socio-economic and educational backgrounds.

About Healthy Me Healthy Communities CiC

Background

Healthy Me Healthy Communities is a not-for-profit social enterprise founded in 2012 making a positive difference to people's health, lives and local communities.

At Healthy Me Healthy Communities we believe in the power of people and place, working together to tackle today's societal challenges alleviating the everyday struggle faced by many people and meeting the ambitions of residents and communities.

Often when organisations look to improve the lives of those affected by poverty, discrimination, and exclusion, they overlook local knowledge, skills and expertise.

For over 10 years, HMHC has been developing neighbourhood approaches and developing multi-sector partnerships, empowering people and communities. Our approach creates quality services that make a big difference to people's lives, create lasting positive change for communities, practice and policy, contributing to regional priorities for health, economic and social outcomes.

Our Promise

Co-creating lasting improvements for people and places, practice and policy.

Mission

We are on a mission to harness the power of people and place, and working together for healthy, thriving communities and quality services.

Vision

And our vision is for "everyone enjoying a long, healthy and happy life"

And we achieve this through our services:

- Gorton Central community hub is our home where we develop exciting, innovative, and quality services and collaborations:
- Community Grocer & Food Hub
- Place Nav – our place-based Advice, Signposting, Referral service
- Skills and development opportunities
- Volunteer opportunities
- Living-well activities
- Community growing garden
- Co:Lab neighbourhood shared workspace
- Community and health engagement & research
- Our Learning Store delivers amazing outcomes for employability and community leadership:
- 1st step workshops
- Accredited training working with the Association for Accredited Learning
- Community & food leadership training



Key accountabilities:

1. Providing a high quality, welcoming and inclusive reception service at Gorton Central.
2. Preparing the centre for the day including preparing rooms, refreshments and general housekeeping.
3. Opening & closing procedures.
4. Administering venue hire including dealing with enquiries, processing bookings, preparing rooms and obtaining evaluation.
5. Carry out signposting and referrals for Grocer members and centre participants.
6. Compiling and overseeing centre volunteer rotas.
7. Compile information, design and print centre timetable.
8. Compile information and distribute monthly newsletter and timetable.
9. Designing flyers in line with branding and marketing guides, ordering and distribution.
10. Carry out scheduled health and safety checks as instructed.
11. Arrange maintenance and repairs as instructed.
12. Order centre and office consumables.
13. Administer petty-cash and take cash to the bank (paying in).
14. Administer HMHC enquiry email accounts.
15. Completing centre data collection and monitoring processes as applicable.
16. General administration tasks including data collection, entry and running reports using our CRM system.
17. Undertake fire warden duties after receiving training.

For this post, successful candidates will need to demonstrate their skills and experience of the following:

1. Experience providing excellent and inclusive customer service in a busy environment.
2. Experience in supporting, engaging and working with volunteers.
3. Good organising and planning skills, with an ability to prioritise multiple demands.
4. Passion for supporting people facing social exclusion and inequalities.
5. Professional and welcoming attitude and conduct.
6. Ability to work on own initiative in small, supportive team.
7. Energy, enthusiasm, creativity and tenacity.
8. Professional attitude and conduct.
9. Willingness to undertake training and development for the role.
10. Good IT skills including Microsoft Outlook, Word, Excel, design tools and CRM/database systems.
11. Genuine interest in the work of the organisation and our social purpose.
12. Entitlement to work in the UK at the point of the role commencing.

All Healthy Me Healthy Communities post-holders must be able to demonstrate their commitment to:

- Health & Safety
- Reducing disadvantage
- Equal opportunities

How to apply:

Please complete the MS Teams Application Form by 9am on Thursday 15th May 2025.

<https://forms.office.com/e/RU8nME6NZA>

Interviews will be held at Gorton Central M18 8PE on Monday 19th May 2025.

Candidates will be provided with the interview questions in advance.