

## Job Description: Building Co-ordinator

New Self Employed (PAYE possible) post for a LOLCIO Building Coordinator, for an initial period of 6 months with potential to extend. The role will include preparing reports for and attending LOLCIO meetings including acting as secretary for the Board of Trustees. The post will require occasional evening and weekend availability. You will need to work closely and flexibly with staff, volunteers and users in the building. Good record keeping, attention to detail, a calm and practical approach to problem solving and computer literacy will be essential.

To commence as soon as possible and will be reviewed after 3 months and 6 months with the possibility of making the post permanent.

Description of main tasks	Proposed % of role
---------------------------	--------------------

<b>A) Help coordinate day to day activities within the Old Library</b>	<b>50%</b>
--	------------

Ensure, in conjunction with Trustees, volunteers, staff and users, the centre is run in an efficient, busy and safe manner.

- Be a consistent point of contact for enquiries relating to the use of the centre.
- Monitor and respond to bookings enquiries
- Ensure the Bookings Calendar is up to date
- Maintain a log of incidents, complaints, compliments and usage.
- Maintain notice boards inside and outside the building.
- Support those using the building to access and use the building operations manual.
- Ensure the caretaker, volunteer coordinator and Building Operations and Safety Manager are supported within their role.
- Provide occasional cover for keyholding etc.
- Work with users of the building to ensure that they have all the required information and that any issues are highlighted to the appropriate person in a timely fashion.

<b>B) Develop and support LOL trustees in their role</b>	<b>30%</b>
--	------------

Support LOL trustees by providing secretarial and administrative services:

- Maintain records and keep minutes.
- Support LOLCIO officers and trustees in planning meetings and circulating agendas.
- Maintain membership lists and a contact database.
- Liaise regularly with the finance manager/treasurer around invoicing and centre hire.
- Support trustees in complying with their legal duties and policies are reviewed.
- Support the arrangement of training for trustees and staff.

### **C) Communication support**

**20%**

Support communication between the centre users, LOLCIO and the wider community

- Ensure enquiries and other communications are responded to in a timely manner.
- Produce activity reports on a weekly basis or monthly basis
- Update the online bookings calendar and support publicity and events
- Support our social media and other communications channels

### **Financial arrangements**

This post is initially for 21 hours per week at a rate of £80 per day self employed (equivalent to £11.50ph for a 7 hour day). It is anticipated that at least 14 of these hours will be regular time in the building and the other 7 hours to be worked weekly as required.

Additional time can be claimed for one off activities, such as attending or delivering training, or providing cover for other people, based on a proposal and agreement of the trustees.

Pension, National Insurance, holiday and other benefits are not payable for a self employed role.

Essential working expenses can be claimed, and where required a float of up to £500 be provided to facilitate activity on behalf of LOLCIO.

Total working expenses not to exceed 10% of work claimed.

### **Other considerations:**

Line management will be provided primarily by Jez Hall, Treasurer of LOLCIO, with the support of the Operations and Finance Manager. Reporting (time management) will be provided through completing time/activity reports based on an excel spreadsheet, in an agreed format.

The post holder may be asked for evidence of business insurance and qualifications upon request.