

We are looking for a Facilities Administration and Operations Manager for Palstone Park Recreation Ground, South Brent

For over 40 years the Recreation Association has been run and managed by volunteers. We now feel the time has come to have a plan which will adapt to future needs. To this end we are looking to employ somebody to carry out the administration tasks involved in the running of these much-valued facilities.

This is a multi-task role to ensure the smooth running of the facilities ensuring correct administration procedures are carried out and to pursue an active role in seeking grants.

Contract type: Fixed term, 24 months (with potential to extend, subject to funding)

Hours: Flexible, average 10 hours a week

Salary: Up to £18 an hour based on qualifications and experience

Location: Flexible – onsite, some duties can be carried out from home

A job description for the role can be found on the South Brent Recreation Association website -

southbrentrecreationassociation.weebly.com. You can also request a copy from the Secretary by emailing nichollsbennie2@gmail.com.

To apply, please send a copy of your CV and a covering letter setting out your suitability for the position to nichollsbennie2@gmail.com or post to Cherrylyn, Harwell Lane, South Brent. TQ10 9DN.

To discuss your interest in the role, please call Anne on 01364 72223.

Applications to be received by noon on Friday 30th May 2025. Interviews will take place during the week starting 9th June 2025.

Charity Number 110112

Facilities Administration and Operations Manager for Palstone Park Recreation Ground

JOB DESCRIPTION

Main responsibilities:

- Taking bookings and sending out booking forms.
- Ensure that all bookings are listed on the shared calendar, including all sports fixtures.
- Regular checking of the facilities (ideally most days).
- Respond to all enquiries regarding the facilities in a timely manner.
- Send out invoices and arrange leases with user groups.
- Keep financial accounts to present at monthly committee.
- Circulate all necessary paperwork in advance of monthly committee meetings.
- Attend and take accurate minutes at monthly committee meetings.
- Attend occasional other meetings as a representative of South Brent Recreation Association.
- Pay utility bills and settle other expenses.
- Prepare year-end accounts for inspection.
- Keep recreation group website updated.
- Submit items for Parish Newsletter (three times a year)
- Research potential funders to support development activities, apply for grants and maintain positive relationships with grant funders.

Skills and competencies

1. Experience of working for a community organisation.
2. Strong interpersonal skills, friendly and approachable.
3. A proven ability to plan own workload, manage time effectively and juggle a range of activities in an organised and productive manner.
4. Experience of managing finances, with good record keeping.
5. Good writing and research skills, with experience of applying for grants.
6. IT literate with a good working knowledge of Microsoft Office and the internet.