

**Opportunity Type: Community Resource and Admin Assistant**

**Job Title**

RESOURCE and ADMIN ASSISTANT

**Introduction**

Barmulloch Community Development Company is a Registered Charity offering a range of activities for local residents from three Centres in Barmulloch. Currently in the process of expanding operations, we have a vacancy for a full time Staff member who will be based in the Barmulloch Residents Centre, 54 Quarrywood Road, Barmulloch, G21 3ET.

**Role**

The job holder will assist with the day to day operations of the Company and ensure our three centres and their facilities are utilised and monitored in an efficient and effective manner. A member of a small core staff, the successful applicant will be expected to contribute to the design and development of community activities.

**Key Tasks and Responsibilities**

- Provide reception services and associated administration duties.
- Arrange Hall Lets, maintain Company Membership list and update information systems.
- Publicise Company activities via electronic media.
- Set up halls and equipment as required.
- Open and close all premises as required.
- Ensure security of all premises.
- Deliver First Aid services and maintain appropriate records.
- Supervise the safe evacuation of premises at Quarrywood Road in an emergency.
- Identify potential safety problems and take suitable actions.
- Offer a drop in service of information and advice.
- Liaise with suppliers, contractors and deal with deliveries of goods and record as appropriate.
- Maintain Inventory Lists for all premises.
- Carry out Community research work as required.
- Take responsibility for utilisation and control of Computer Suite.
- Contribute to the delivery of Company activities as outlined in the Barmulloch Community Futures 2016/2021 document.
- Enhance our excellent customer service delivery by acting in a helpful, pleasant manner.
- You may be asked to carry out other reasonable duties relevant to the management and operation of the company as required. We are an equal opportunities employer.

This is a salaried position, paid at £8.75 per hour over a 37.5 hour week. Some work out of hours may be necessary for which time off in lieu will be given. If the position appeals to you, please e-mail your CV and a covering letter to [contact@bcdcglasgow.co.uk](mailto:contact@bcdcglasgow.co.uk) quoting reference JCC02 in the subject line. All applications will be acknowledged.

**Closing Date: 24<sup>th</sup> August (extended form 1<sup>st</sup> August 2018)**

**This position has been re-advertised, anyone originally replying will still be considered.**