



# CROWN AND MANOR CLUB, HOXTON

1-12, WILTSHIRE ROW, LONDON N1 5DH

TEL: 020 7739 5906 [www.crownandmanor.org.uk](http://www.crownandmanor.org.uk)

## Job specification for Facilities & Office Co-ordinator

*Crown & Manor Club is committed to ensuring that all job applicants and members of staff are treated equally and without discrimination because of any protected characteristic.*

### Job Purpose

- The Facilities & Office Co-ordinator is one of the Club's leading staff professionals.
- Will assist the Club Management & Committee to ensure that the club meets its commitments to the council/community/members.
- Responsible for supporting the efficient and compliant management of the club premises and systems.

Hours – Monday to Friday 0830 – 1300

Salary – £15,500 per annum

Holidays – 30 days per annum with usual bank holidays (England & Wales) in addition.

Responsible to & reporting to the Crown & Manor Committee & the Club Management

### Facilities & Property Management

- Act as a key holder and provide access to all maintenance staff and others involved in the Club.
- To provide access and oversee any third-party entities that lease the premises outside of club hours.
- To maintain record of all non-Club related people entering/using the building
- Oversee the contract cleaners to ensure that the premises and facilities are always clean and tidy.
- Support the DCM and Buildings Committee with
  - Overseeing the maintenance of the Club's premises, including flat 4
  - Liaising with the club's agents and consultants and with those working for the landlord and its own agents.
  - Assisting with the selection and supervision of contractors
  - Organising and implementing repairs and maintenance schedules, including the yearly property maintenance contract
  - Helping to respond to alarms and other property-related problems (leaks, breakdowns and similar)
  - Supporting the "Energy Warden" to manage energy efficiency.

IT systems – support the DCM Manager in the website management & social media plan.

- Membership database management
- Website support
- Digitalisation and upkeep of all records
- System backup
- Telephone & photo copier systems

### Administration Management

- Maintain administrative systems that deliver outcomes based on the club's strategic plan.
  - Digitalisation and maintenance of all Club records
  - Membership database (GDPR compliant)
  - Timely payment of bills
  - Cash & cheque payments
  - Maintain up to date DBS register for all staff and trustees
- To obtain the necessary licences and permissions in a timely manner (under the direction of the DCM)
  - Fire
  - Health and Safety
  - Insurance
  - Any other such authorisations as required.
- To maintain an up-to-date asset register and other files and systems required to demonstrate compliance with legal requirements.
- Establish and use effective methods to review and improve administrative systems.

### Trustee support

- To support the Chairman/Treasurer
  - Identification and management of 3<sup>rd</sup> party entities use of the Club outside of Club hours
  - Oversee and manage the billing and collection of accounts receivable (as above)
  - Gift Aid register
  - Liaising with the agent and tenant for Flat 4
  - Arranging meetings
  - Implementation of cost efficiency plan
- To support the Fund-Raising Committee as required by the fund-raising chair.
  - Support the organisation of fund-raising events.
  - Maintain and centralise donation records (GDPR compliant)
  - Arranging meetings.
  - Mail shot/Crown Circular and Annual Report.
- To support the Buildings Committee
  - Facilities Management
  - Club premises maintenance Flat 4 maintenance
  - Arranging meetings
  - Maintaining and monitoring schedules of work and other registers/records

**This role will be subject to an Enhanced DBS check.**

To apply, please send your CV with a covering letter to [cbsmith@crownandmanor.org.uk](mailto:cbsmith@crownandmanor.org.uk)