



CROWN AND MANOR CLUB, HOXTON

1-12, WILTSHIRE ROW, LONDON N1 5DH
TEL: 020 7739 5906 www.crownandmanor.org.uk

Club Leader: FRANKLIN SHILLINGFORD

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.
- Assisting the Club Management & Committees 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 + pension

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 or use 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 system

Crown and Manor Club, Hoxton is a company registered with limited liability in England and Wales No. 2323811

Registered Office: Minerva House, 5 Montague Close, London SE1 9BB. Registered Charity No. 802614
Affiliated to the London Youth and N.A.C.Y.P.

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 3rd 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 (newsletter) and Annual Report distribution.
- 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 with Barred List DBS check.

Applicants should submit a CV and covering letter detailing your suitability for this role to cbsmith@crownandmanor.org.uk

Deadline for applications: **Friday, 15th December at 5pm**

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