

Job Advert – Lifehouse Administrator Role

Overview

We are seeking a dedicated and experienced part time Administrator to lead our new vibrant community Lifehouse centre, fostering a welcoming and inclusive environment for the local community.

This role offers an opportunity to make a real difference to the lives of Community members, and those beyond, whilst exercising and developing your interpersonal skills. If you are passionate about community development, we encourage you to apply.

1.Job Title and Description

Office-based Lifehouse Administrator (Part time 15hours pw, over 5 days, Monday to Friday; flexible by arrangement)

The postholder will be responsible to the Lifehouse Management Team.

Description

Responsible for the smooth day-to-day running of the Lifehouse, ensuring it provides a welcoming and inclusive environment for the local community and beyond.

2.Key responsibilities

- Manage the bookings of rooms and facilities ensuring they are utilised effectively and efficiently.
- Promote the Lifehouse and its services, actively seeking opportunities to engage with local residents and other stakeholders.
- Ensure the Lifehouse complies with Health and Safety, and contribute to ensuring that environmental health and safeguarding requirements are met.
- Contribute to the centre's financial management by ensuring timely payment for facility use.
- Oversee the maintenance of the Lifehouse premises, ensuring they are clean, safe and well-maintained.

3.Essential Skills and experience

- Communication and interpersonal skills.
Excellent communication skills, both written and verbal, with the ability to build rapport with diverse groups of people.
- Strong organisational skills and the ability to manage multiple tasks and prioritise accordingly.
- IT proficiency. Competency in using Microsoft Office and other relevant software, an ability to use Facebook and manage the Lifehouse website.
- Experience in working with community groups and local residents.
- An understanding of Health and Safety regulations.

4.Desirable Skills and Experience

- Experience in a similar role
- Experience of working with volunteers
- Knowledge of the local community and familiarity with the local environment
- Relevant qualifications in community development or a related field.

5.Benefits and salary

£15 per hour for 15 hrs per week over 5 days.

The post is pensionable

6.Application Process

- The deadline for applications is 6th July 2025
- Application is by email to jane@asht.org.uk
- Please include:

CV, Supporting statement and the names of two referees

7.Fair to all

All Saints' Church Highertown is committed to encouraging equality, diversity and inclusion among its workforce and users, and eliminating discrimination. We are committed to treating all people equally irrespective of their age, disability, marital status, race, religion or belief, gender or sexual orientation. The aim is for all employees and service users to be truly representative of all sections of society, and to feel respected in order to be their best.