

Role Specification

Appointment 2025

Title: Assistant Manager, Deputy Manager, The Coddendam Centre.

Reporting to; Trustees, Centre Manager, as required.

Location: The Coddendam Centre. IP6 9SR Home working by arrangement.

- Deputise for the Centre Manager as required.
- Support the Centre's administration, to include, but not exclusively;
- Invoice preparation, recording & tracking
- Statutory records
- Correspondence including minutes of meetings
- Mailing lists* and databases
- Social media and websites.

Hours: from starting from 15 hours per month. Location: At the Centre Office, with home working by arrangement. Flexible working hours. Rate+ £12.21 Ph, payable by bank transfer, monthly in arrears.

Skills: A 'self starter' with a strong sense of customer service. An ability to engage and communicate effectively. A business-like approach in maintaining the highest standards of the charitable sector. Ideally, but not essential, familiar with Microsoft Office, mail merging and spreadsheets.

*the appropriate candidate will be given the opportunity to develop mailing lists and email campaigns to help lead an increase in the pro-active marketing of the Coddendam Centre.

+ the intention is to grow the role, dependent on the successful candidate's skills. In developing a marketing/sales contribution in particular, consideration will be given to opportunities for additional compensation based on commission.

More Information about our team can be found at www.thecoddendamcentre.co.uk and <https://www.thecoddendamcentre.co.uk/coddendam-centre-chair-and-trustees/>