



Assistant Session Manager Job description

Work under the direction of the Centre Manager	Monday to Friday 4pm – 7 pm	15 hours per week @ £16 p/h
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This post is subject to a probationary period of 3 months.

The purpose of this post is to ensure the smooth and efficient management of sessions taking place in the Centre. This includes providing a warm welcome to and supporting Association members, hirers and class tutors as well as visiting members of the public.

Daily duties include:

- Ensure that rooms are clean and in good order for the start of sessions.
- Ensure users restore rooms to good order at end of each session.
- At designated break times operate the tea/coffee bar and take payments card/cash.
- Manage queries regarding the carpark
- Manage membership queries and sign up new members.
- Liaise with external bookings re. equipment and room requirements.
- Handle telephone enquiries.
- Implement Association procedures in the event of fire evacuation or other emergencies.
- Ensure all users comply with health and safety guidelines.
- Be aware of safeguarding issues for all users, particularly children and vulnerable adults.

Under the direction of the Centre Manager

- Undertake defined office tasks, including uploading to social media.
- Contribute to the maintenance of the house and gardens
- And other tasks as may be deemed reasonable.

This job description may be reviewed with and modified by agreement.



Assistant Session Manager Person specification

Personal qualities/skills/abilities	Essential	Desirable
Good communication skills. Able to communicate clearly with the public of all ages and background.	X	
Able to communicate clearly in writing	X	
Able to work on own initiative and take responsibility.	X	
Confident in using cleaning equipment	X	
Physically able to do the work – confident moving and stacking furniture	X	
Confident handling cash	X	
Confident in using IT and associated devices	X	
Knowledge of social media		X
Personal attitudes/understanding	Essential	Desirable
Commitment to equalities for all	X	
Commitment to safeguarding	X	
Other requirements	Essential	Desirable
Able to offer additional hours to cover occasional staff absence etc,		X
Can provide DBS clearance	X	