



# Administration & Development Worker

**Salary** £32,307 full time equivalent, £15,716 pro rata

**Hours** 18 hours per week  
27 days holiday and public holidays pro rata

**Period of contract** Permanent Contract

**Employer** Oblong Ltd

**Responsible to** Oblong peer management team and Board of Trustees

**Responsible for** Administration and business development

**Based at** Woodhouse Community Centre, 197 Woodhouse Street, Leeds, LS6 2NY

## **WHAT MAKES US WHO WE ARE**

Oblong is a charity based in Woodhouse, Leeds. We run projects that build people's confidence and help them to achieve positive changes within their community. Currently we run the Woodhouse Community Centre, a supported volunteering scheme, and several mental wellbeing programmes.

Our charitable aims and objectives are:

- to develop the capacity and skills of people living in socially and economically disadvantaged areas in such a way that they are better able to identify, and help meet, their needs and to create active, flourishing communities; and
- to run a community centre, primarily for the benefit of the Woodhouse, Little London, and Hyde Park areas.

Oblong operates as a collective, with most staff being paid the same wage and peer-managing each other. We are committed to collective working, which means that wherever possible staff and volunteers operate on an equal footing in informing decision-making on operational and strategic levels.

# **Administration & Development Worker Job**

## **Description**

### **What a Administration & Development Worker does**

You will have a deep understanding and passion for the development and growth of Oblong and our Centre, bringing energy and passion to the role. You are a problem solver whose attention to detail is as strong as your appreciation of the bigger picture. With great communication skills you will be able to interact with a variety of stakeholders whilst continually prioritising centre needs with wider organisational objectives.

### **Role Description**

As a administration and development worker you will:

- Lead on Oblong's HR and policy processes.
- Key contact and lead for Oblong's governance processes.
- Safeguarding lead for Oblong.
- Work alongside the existing staff, in the effective day to day management and development of Woodhouse Community Centre, staffing the centre, and managing reception and bookings.
- Build and maintain good relations with the community, centre users, room bookers and volunteers .
- Manage and update our website, marketing information and social media.
- Actively seek and capture information and feedback about the views of centre users and target audiences. Sharing trends with relevant partners and internal staff.
- Management of supplies and stock taking for Woodhouse Community Centre.

### **Responsibilities**

- Build and maintain good relations with the community, centre users, room bookers and volunteers.
- Safeguarding lead for Oblong including where necessary managing any incident reports, involving relevant staff and volunteers in incident resolution and reporting to external bodies where required.
- Lead on the Woodhouse Community Centre and Oblong marketing and communications strategy developing clear and cohesive information to be shared with stakeholders and the public.

- Lead on Oblong's HR and policy cycle, ensuring all policy documents are up to date and approved by Board of Trustees, working with relevant staff where required to complete updates, handling all other HR processes such as being the lead on recruitment.
- Staff lead for Oblong's governance processes including being key contact for Board of Trustees, ensuring Trustee meetings are scheduled and relevant staff are attending, sharing key documents with Board of Trustees, ensuring actions are completed from Trustee meetings, updating the agenda for Trustee meetings and other relevant tasks.
- Management and recruitment of reception volunteers including training and providing support where needed.
- Management of office and cleaning supplies for Woodhouse Community Centre including stocktaking.

## **Peer Management**

### **What a Peer manager does**

A peer manager is jointly responsible with the other peer managers for the overall operational responsibilities needed at Oblong. You will be expected to perform HR responsibilities - appraising the other peer managers, acting as a liaison during periods of sickness etc. You will be expected to act as a representative from your operational area at one or multiple strategic collectives.

You will also be expected to attend Trustee meetings and the AGM to present reports from your work area(s).

### **Peer management responsibilities**

- Take responsibility for peer management of other staff
- To review the overall performance of Oblong
- Prepare reports for trustees meetings, and attend trustee meetings
- Contribute to the strategic development of Oblong
- Act as a representative at internal collective meetings
- To build a staff culture where everyone is valued and equipped to do their job
- Maintain awareness of risks and changes in the external environment that affect the organisation

### **Additional Responsibilities**

- Represent Oblong and promote Oblongs aims, objectives, reputation and ethos

- To ensure that Oblong staff, clients and its Board of Trustees comply with all laws related to its activities and operations at all times
- Present and contribute at meetings
- Promote and uphold the principles of equality and collective decision-making
- To build an organisational culture of participation and democracy
- To promote diversity and equality of opportunity in all Oblongs work and practices
- Staffing duties at Woodhouse Community Centre including opening and locking up the centre, dealing with enquiries, setting up rooms and making sure that Woodhouse Community Centre is a safe and pleasant space for everyone.
- Represent Oblong and Woodhouse Community Centre at local events/activities/workshops where appropriate.
- Undertake any other task relevant to the post

## Person Specification

Requirement	Essential	Desirable
<b>Experience</b>		
Experience performing administrative tasks and duties	x	
Experience working within a flat organisational structure, peer management system, and/or collective decision-making		x
Experience of working with community-based organisations and understanding of the current voluntary sector environment		x
Experience of managing staff and/or volunteers		x
Experience of digital and/or physical media marketing	x	
Experience of Human Resources management	x	
Experience of charity governance structures		x
Experience of safeguarding duties		x
<b>Knowledge, Skills and Abilities</b>		
Good written and verbal communication skills	x	
Excellent influencing, negotiating and interpersonal skills	x	
Ability to work collaboratively with a wide range of people including volunteers and vulnerable people	x	
ICT skills - ability to use databases, social media and contribute to web content.	x	
Ability to take initiative and identify, prioritise and plan workload independently	x	
Commitment to challenging discriminatory or disrespectful behaviour	x	
Ability to organise and facilitate meetings	x	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to principles of equality and respect for others	<b>x</b>	
Passion for social change in the local community	<b>x</b>	
Awareness of the social and economic issues faced by community centres		<b>x</b>