

## Community Centre Coordinator Job Description and Person Specification

The Octagon Community Centre is a volunteer-led charity based in Brook Farm Drive, at the heart of the local community in Malvern. We are delighted to have received funding from The National Lottery Community Fund to support our vision of creating a more inclusive and accessible space—one where local families and individuals can connect with each other and access relevant support services.

To help us bring this vision to life, we are seeking a part-time Community Centre Coordinator. This rewarding role involves supporting volunteers in the day-to-day running of existing projects, coordinating their activities, and helping to develop new initiatives that respond to the needs identified in our recent community consultation.

A key part of the role will be to grow and support our team of dedicated volunteers, ensuring they are well-inducted, trained, and equipped to make a difference—working closely with the Project Manager to deliver this.

The post holder will also be the first point of contact for potential Centre hirers and will handle general enquiries and routine operational matters that arise in the day-to-day running of the Centre.

### **Role Description**

**Hours:** 16 hours p/w worked as follows:  
Thu 2pm - 8pm  
Fri 9am - midday  
With the remaining hours to be agreed.

**Salary:** £13.50 per hour

**Reporting to:** Project Manager

**Responsible for:** Octagon Volunteers

**Contract:** Fixed term, 18 month contract with a possibility of extension

**Location:** The Octagon Community Centre, Malvern

**Closing Date:** 30<sup>th</sup> January 2026

### **Key Responsibilities**

- **Community Project Development:** Develop and deliver new initiatives that respond to the needs and priorities identified through local community consultation.
- **Volunteer Engagement and Coordination:** Attract, support, and nurture a team of volunteers to contribute meaningfully to both ongoing and new projects at the Centre.
- **Volunteer Training and Development:** Assist in the delivery and progression of our volunteer training programme, working closely with the Project Manager.
- **Health, Safety, and Safeguarding Compliance:** Ensure all activities are delivered in line with Health & Safety and Safeguarding regulations, including the completion of relevant risk assessments.
- **Administrative Support:** Help with day-to-day administrative tasks, including issuing keys, supporting inductions for Centre users and hirers, and maintaining the Centre's database.
- **Team Support:** Undertake other duties as reasonably requested by the line manager, in line with the evolving needs of the organisation.

**THE OCTAGON COMMUNITY CENTRE**

THE OCTAGON - BROOK FARM DRIVE - MALVERN - WR14 3SQ

01684 572 872 :: [info@theoctagoncentre.org.uk](mailto:info@theoctagoncentre.org.uk) :: [theoctagoncentre.org.uk](http://theoctagoncentre.org.uk) :: Registered Charity Number 1197948

## Person Specification

### Essential

#### Qualities and Attributes

- You're proactive someone who sees challenges as opportunities and gets stuck in to make things happen.
- Flexible and open-minded, you can adapt when things change and are happy to pitch in wherever needed.
- A good communicator who builds positive relationships with all kinds of people – from community members and volunteers to partner organisations.
- You're organised, able to manage your own time and juggle different tasks.
- You're happy working within guidelines and understand the importance of keeping things safe and fair for everyone.

#### Skills and Experience

- Experience working in a community setting – maybe in a centre, charity, grassroots project or something similar.
- Able to manage your workload independently, knowing when to ask for support.
- Comfortable with using IT – especially Microsoft Word, Excel and Outlook – and keeping records or databases up to date.

### Desirable

#### Qualities and Attributes

- You're a natural motivator – someone who enjoys bringing people together and helping them shine.
- Team-spirited and collaborative – you work well with others and contribute to a positive working environment.
- Willing and able to be flexible with your time, including occasionally attending the Centre outside regular hours to support hirers or receive deliveries (with time off in lieu provided)

#### Skills and Experience

- Experience in leading or supporting community projects, volunteer teams, or group sessions.
- Some understanding of safeguarding and health & safety in a community or youth setting.
- You've helped with things like project reports, feedback forms or evaluations before.
- A driving licence and access to a car would be helpful for getting out to different locations, but it's not essential

#### Please Note:

The Octagon values people as individuals with diverse opinions, cultures, lifestyles and circumstances. We encourage applications from a diverse range of candidates to help us reflect our world and the communities we work alongside.

Our organisation follows Safer Recruitment principles and guidelines for all posts where contact with children and/or vulnerable adults is likely – this includes a full application process, interviewing candidates, taking up and verifying two satisfactory references, identity checks and a (Disclosure and Barring Service) DBS check at the relevant level.

#### **An enhanced DBS check will be undertaken on the successful candidate for this role.**

In addition, you must have the right to live and work in the UK.