



## Greener and Cleaner – Hub Assistant

**JOB TITLE:** Hub Assistant

**CLOSING DATE:** Sunday 24<sup>th</sup> April

**SALARY:** £23,000 0.5FTE, 6 months fixed term (pro-rata £6,900)

**CONTRACT TYPE:** PAYE

**SECTION:** Charity Support/ Community Activation

**REPORTING TO:** Hub Coordinator

**LOCATION:** The Glades, Bromley

**RESPONSIBLE FOR:** Helping the Green Hub Coordinator welcome volunteers 'front of house' and make sure all queries are answered as well as helping the Events and Engagement Coordinator schedule and run events in the Hub and engage the wider community.

**HOURS:** 18.5 hours per week, to include some weekend working each week

### **ABOUT THE CHARITY:**

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

### **ABOUT THE HUB ASSISTANT ROLE:**

Greener and Cleaner (G&C) are looking for a Hub Assistant to help support the Hub Coordinator and the Events and Engagement Coordinator with the daily running of the Hub, reaching our community and scheduling of events. The Hub Assistant will be friendly and welcoming to all volunteer and community members assisting them with queries and helping them access the 'Library of Things'. They will be organised, effective communicators and have a personal interest in the mission of Greener and Cleaner.

**Please note: The successful candidate will be subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.**

## **PERSONAL SPEC**

- An organised individual who is welcoming and reliable
- Ideally a Bromley resident (or otherwise a resident based in S.E.London)
- Someone who has been in customer facing roles and is invested in the mission of Greener and Cleaner

## **DUTIES AND RESPONSIBILITIES:**

- Help the Hub Coordinator open and close the Hub and make sure everything is set up and ready for the day;
- Help the team with front of house customer service, welcoming new guests into the Hub and assist with queries;
- Assist in targeting new demographics who could benefit from G&C and helping with a plan to reach them;
- Help the Events and Engagement Coordinator set up for Hub workshops and events ensuring everything is ready for the guests;
- Help with the clearing up after events;
- Assist with the supporting of volunteers to ensure they are getting the most out of their time at the G&C Hub;
- Help to create a safe and friendly environment for all volunteers and guests of the hub, altering service to differing needs of members;
- Administrative support to the Hub Coordinator and Events and Engagmenet Coordinator, manning inboxes, updating systems and similar
- Help to ensure compliance with health and safety requirements (including COVID-19 measures).

## **Other Responsibilities:**

- To help provide assistance to other teams, and areas of work, in response to changes in workload and operational requirements.
- To ensure adherence with all corporate Policies and Procedures in place, in particular Health and Safety Policy and Equal Opportunities and Diversity Policy, that may change from time to time.
- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the post holder may be called upon to assist in other aspects of the team and organisation's activities, particularly early in the role as the Hub opens for the first time.

Due to the nature of the work, this is not suitable for home working, job share or reduced hours.

If you think you might be interested and meet most of our requirements, please send a summary of experience or CV to [gcbbjobs@gmail.com](mailto:gcbbjobs@gmail.com) to express an interest.