

**Job description**

<b>Job title:</b>	<b>Projects coordinator</b>
<b>Reports to:</b>	<b>Project manager and Board</b>

**Overall job role**

A Pro-rata position (28.5 hours pw 12 months' contract) position has become available for a self-motivated and organised individual wishing to be a part of this great community asset.

In the first instance – Monday – Friday 9.30-3.00 and Saturday or Sunday 9.30-2pm.

The role will help with the admin and coordination of our current projects including the youth programme, Adult capacity building and Heritage Project

Applicants must be able to work well in a team as well as be able to work alone using initiative.

Applicants must enjoy working with local communities.

Applicants must hold high hygiene standards; and have great customer service and interpersonal skills as well as the ability to communicate on many levels.

Applicants must be over 18 a driving license would be an advantage though not essential

Primary duties include;

- Managing customer relations
- Managing social media posts and responses
- Admin and data base management
- Event planning and management
- Cooking of simple food items.
- Management of stock for the centre and community Café.
- Maintenance of the public spaces

- Oversight of kitchen and community room cleanliness & and tidiness.
- Stock rotation, cleaning and general maintenance.

Applicants must be willing to take an enhanced Disclosure and Baring check. A food hygiene certificate is desirable but not essential, training will be provided.

The Enterprise Centre is a registered charity in England and Wales 1146938

For more information about us visit [www.theenterprisecentre.co.uk](http://www.theenterprisecentre.co.uk)  
<https://www.facebook.com/naturally.enterprising> &  
<https://www.facebook.com/Kirklees-Country-Community-Caf%C3%A9-220354142070130/>

Apply to [Dannielle@theenterprisecentre.co.uk](mailto:Dannielle@theenterprisecentre.co.uk)

Send a profile/ CV and a brief paragraph as to why you would like to join our team and what skills and or experience you will bring to the role.

Salary pro rata to £22,000 pa (£17,050)