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**Job Description**

Job Title: Community Hub Assistant   
Reports To: Senior Community Hub Worker   
Hours: 19 hrs per week  
Salary: £12.00 per hour   
Contract: part-time and fixed term

**About Letham4All**  
  
Letham4All is a Scottish Charitable Incorporated Organisation which aims to support the advancement of community development through maintaining and managing the Letham Community Wellbeing Hub and providing recreational facilities, physical and social activities with the aim of improving the conditions of life of the community  
  
**Experience:**  
We will be offering the post to a person who is able to demonstrate they have a willingness to work with local people and volunteers and supporting a voluntary organisation. They will have experience of working in a small team and be able to take their own initiative when required. Ideally they will have good knowledge of the community of North Perth City and of the issues that affect the people living there. They will have good IT and social media skills and experience and knowledge of setting up sports/gym equipment would be desirable.

**Essential Job Functions:**

* Work with other Letham4All staff and local volunteers to maintain the Letham Community Hub.
* Support local people to use the Letham Community Hub ensuring spaces and rooms are clean and ready to use.
* Ensure the Letham Community Hub has a safe and clean environment
* Be responsible for Letham Community Hub resources - storage and set up.
* Operate the Letham Community Hub booking system and reception area
* To assist with the delivery of the Community Fridge4All Project and Community Gym
* To undertake general tasks as required in support of Letham4All Activities
* Keep information in Letham Community Hub and in notice boards up to date.
* Support with the organisation of community and profile-raising events
* Attend relevant Letham Community Hub meetings
* **Skills:**  
  • Ability to work with and enable people from a variety of backgrounds.  
  • Ability to work with a small team and take their own initiative  
  • Ability to create a positive work environment  
  • Good verbal communication skills  
  • Ability to work well on their own and within a team setting  
  • Proficiency in using Microsoft Office especially Word and Excel  
  • Good standard of written English  
    
  **Working Demands:**A flexible approach with a willingness to work in the evening and at weekends is essential. Hours will be variable depending on the demands of the business. Attendance at training will be mandatory.   
    
  **Package:**  
    
  • £12.00 per hour  
  • 19 hours per week , 20 days holiday plus 6 days public holiday, pro-rata  
  • 1 month notice period