



NLMCC Job Vacancy: Reception & Admin Worker

Term of contract: Until 31st March 2025. (subject to funding)

Salary: £22,000 - £24,000 per annum pro-rata

Hours of duty: Full time or part-time (job share). Typical hours are Monday to Friday, 9am – 5pm.

Reports to: NLMCC Director & ultimately the NLMCC management committee

Application Deadline & Interview Dates:

Applications will be considered on a rolling basis from 19th August 2024. Candidates who are interested in applying are advised to apply as soon as possible. This advert will be removed once we have filled the role.

All applications must be submitted via the NLMCC application form.

By post: “NLMCC, 68 Cazenove Road, London N16 6AA”

By email: admin@nlmcc.org.uk

Please Note: CVs and Cover Letters will not be accepted.

To access the NLMCC application form, please go to: <https://www.nlmcc.org.uk/job-vacancies/>

JOB DESCRIPTION

In this role, you will play a vital role in the smooth running of our Community Centre by providing excellent administrative support and managing reception duties. Your responsibilities will include:

Reception:

- Greet visitors and guests in a warm and professional manner.
- Answer phones, direct calls, and emails efficiently.
- Manage the reception area, ensuring it is clean, organised, and welcoming.
- Schedule appointments and maintain the office diary.

Administration:

- Provide administrative support to staff, including data entry, document creation, and filing.
- Manage stock and replenishment of office supplies and equipment.
- Maintain databases and filing systems in accordance with statutory regulations.
- Update noticeboards with current information about support services.
- Contribute to the development of newsletters, timetables, and other materials.

General:

- Maintain hygiene of the building and ensure all areas are clean and safe.
- Adhere to NLMCC risk assessments.
- Undertake daily risk assessments to ensure a safe environment for children, staff, and families.
- Any other task that may be reasonably requested of the post by the NLMCC Director and Management.

As many of the guests have a South Asian background, it is vital that the successful candidate has a fluent grasp of a Muslim community language such as Arabic, Bengali, Gujarati, Hindi, Persian, Turkish, Somali, Swahili.

Who You Are:

- You are a highly organized and detail-oriented individual with excellent communication and interpersonal skills.
- You have experience working in an administrative role and are proficient in using word processing software, spreadsheets and emails.
- You are passionate about working within the community and enjoy working in a fast-paced environment.
- You possess a strong commitment to safeguarding and are willing to undergo relevant training.
- You are able to work independently as well as part of a team.
- An understanding of the needs of families with young children and fluency in a community language (Arabic, Bengali, Gujarati, Swahili, Turkish, Urdu) are a plus.

PERSON SPECIFICATION

| CRITERIA | KNOWLEDGE & SKILLS (REQUIREMENT LEVEL) | REQUIREMENT LEVEL |
|------------------------------------|---|-------------------|
| Qualifications and Training | Minimum requirement of GCSE A-C grade in English and Maths (or equivalent) | Essential |
| | Evidence of commitment to proactively seek and undergo professional training and development opportunities | Essential |
| Experience | Experience of managing your own caseload | Essential |
| | Experience of working in an admin or reception position | Desirable |
| | Previous experience of working or volunteering in a community setting | Desirable |
| Skills / Abilities | The ability to relate to people from different backgrounds | Essential |
| | High degree of listening, written and verbal skills | Essential |
| | Excellent IT skills and proficiency in using word processing software, spreadsheets and emails. | Essential |
| | The ability to liaise with other professionals and organisations | Essential |
| | The ability to multi task, prioritise workloads, handle challenging situations, have a methodical and organised approach to tasks, with an eye for detail. | Essential |
| | Ability to meet deadlines and multi-task | Essential |
| | Fluent speaker of a Muslim community language | Essential |
| Commitment | An understanding of and a personal commitment to the Vision and Values of the North London Muslim Community Centre | Essential |
| | The commitment to work outside of core working hours when required | Essential |
| | Demonstrate the qualities and ability to work as part of a team in a positive attitude to help your team to be more productive and bring own ideas to the table | Essential |

This list is not exhaustive but constitutes the core role. General duties include ensuring the smooth running of the community centre and to work in line with the broader interests of the NLMCC and contribute to its development.

Core responsibilities can be changed and extended as per the instructions of the Director and Management Committee.