

CLYDESDALE HOUSING ASSOCIATION LIMITED

JOB DESCRIPTION

POST: CORPORATE SERVICES ASSISTANT

SALARY: PA13 – PA16

1. Main objectives of the post

- 1.1 To facilitate the development and delivery of the CHA Community Hub's operations and initiatives, where such initiatives benefit our tenants and the local community.
- 1.2 To support the work of the Corporate Services Team.
- 1.3 Adhere to the policies and procedures of CHA.

2. Accountability

- 2.1 To the Corporate Services Officer, and ultimately through the Chief Executive to the Management Committee.

3. Principle duties and responsibilities

A Clydesdale Community Hub (CCH) Focus

- A.1 Work with key stakeholders to deliver the intended outcomes of the CCH.
- A.2 Promote the CCH in order to maximise occupancy levels/use.
- A.3 Establish and maintain an online booking system for the CCH.
- A.4 Provide induction to CCH users and enforce CCH Conditions of Let.
- A.5 Establish, maintain and monitor a system of payments for CCH user lets.
- A.6 Ensure room/equipment set-up and post-usage checking for CCH lets.
- A.7 Assist the Chief Executive in recruiting and managing volunteers to assist in CCH resourcing and supervision.
- A.8 Establish, maintain and monitor a performance measurement system for the CCH.
- A.9 Assist the Chief Executive in reporting on CCH performance to the CHA Management Committee and CCH stakeholders.
- A.10 Assist the Chief Executive in identifying projects and funding sources that will further the intended outcomes of the CCH.
- A.11 Support the Health and Safety Administrator, particularly in relation to CCH activities.

B Corporate Services Focus

- B.1 Support members of the Corporate Services Team as required.
- B.2 Provide a reception service for CHA and the CCH.
- B.3 Co-operate with the Corporate Services Officer to ensure that the Corporate Services Team has adequate cover for planned holidays, etc.
- B.4 Handle general enquiries from members of the public and direct them to relevant staff or signpost to other agencies.
- B.5 Assist in the administration of petty cash in line with petty cash procedures.
- B.6 Assist the Corporate Services Officer as required with:
- events planning;
 - governance administration;
 - minute taking;
 - implementation of CHA's stakeholder communications strategy.
- B.7 To participate and engage in Team meetings and general staff development activity.
- B.8 Attend seminars or other training events as appropriate.
- B.9 Provide administrative support to other departments as required.
- B.10 Process daily rent payments and update associated records.
- B.11 Carry out any other tasks reasonably requested by the Corporate Services Officer/or members of the Management Team.