



Moseley Exchange Assistant Job description

Job title

Moseley Exchange Assistant– *this post would be suitable for a job share.*

Job purposes

1. Support the efficient operation of the Moseley Exchange and its related projects.
2. Act as host for all visitors to the Moseley Exchange.

Main duties and responsibilities

1. Help visitors and users to access services and facilities provided by the Moseley Exchange.
2. Be responsible for promoting the Exchange through the effective distribution of information in the local community and beyond
3. Manage the reception area to ensure a professional image is presented to customers.
4. Liaise with the Centre Manger to plan and organise bookings, room hire, equipment hire, refreshments and cleaning for the Moseley Exchange.
5. Undertake all necessary administrative duties in relation to the post such as monitoring the business activity within the Moseley Exchange.
6. Display in the Exchange or post on the Blog, information about resources appropriate to SME's using the ME.
7. Provide administrative support to the Moseley Creative Forum, Moseley Arts Market and the Made in Moseley e-shop.
8. Support volunteers participating in the Moseley Exchange and provide support for specific Exchange related events and activities.

You will be based at

The Moseley Exchange, 149-153 Alcester Road, Moseley, Birmingham, B13 8JP.

Responsible to

The Centre Manager

Hours of work

Monday to Friday, 3pm-8pm. Saturday, 8.30am-1.30pm (in total this is 30 hours per week).

Rate of pay

£8/hr. In addition, a contribution can be made to a personal pension scheme.

Period of employment

Initially this post is for 12 months. The post is dependent on the Trust raising enough funds to sustain the post.

Health and safety

As an employee of Moseley Community Development Trust, you will be responsible for the implementation of health and safety policies.

Training

You will be required to undertake any training considered to be necessary by Moseley Community Development Trust to improve the post-holder's performance.

Equal opportunities

You will be required to implement Moseley Community Development Trust equal opportunities policies and practices.