



Job Description: Community Hub & Outreach Coordinator

Job Title: Community Hub & Outreach Coordinator

Salary: £16,380 - £18,000 per year (pro-rata, based on a full-time equivalent of £27,300 - £30,000) dependent on experience plus 126 hours holiday (pro-rated from 28 days per year including bank holidays)

Hours: Part-time, 22.5 hours per week (flexible, to include some evenings and weekends by arrangement)

Place of Work: On site at the Community Centre

Reports to: HR Lead Trustee of the Lostwithiel Community Association

Job Summary: The Community Hub & Outreach Coordinator will be the welcoming face of the Lostwithiel Community Centre, responsible for the day-to-day coordination of the centre, fostering a vibrant and inclusive community atmosphere, and supporting the Trustees in their community outreach efforts. The successful candidate will be a proactive and organised individual with a passion for community development. This role is key to ensuring the smooth operation of the centre, maximising its use, and sustainability.

Key Responsibilities:

Centre Coordination:

- Oversee the day-to-day operations of the community centre, ensuring a safe, clean, and welcoming environment for all users.
- Manage bookings for all rooms and facilities, liaising with new and existing hirers as required to maximise income and usage, including supporting users with the online booking system and consistent payment methods.
- Act as the primary point of contact for all enquiries from users, and members of the public, providing excellent customer service and managing centre email inboxes.
- Ensure compliance with all health and safety, safeguarding, and licensing regulations, reporting any concerns to the Trustees.
- Oversee day-to-day building management; acting as the first point of contact for minor site issues (e.g., blocked toilets). Any expenditure required in this regard must be first approved by the Trustees.
- Liaising with and managing external contractors e.g. cleaners, food and beverage suppliers and reporting any concerns or contractual negotiations to the Trustees.
- Provide day-to-day support and guidance for the centre's volunteers. Please note: The formal management, recruitment, and training of volunteers remain the responsibility of the Trustees.
- Oversee the smooth running of the community cafe, including coordinating volunteer rotas for larger events at the centre, line managing café staff (with support from Trustees)



- Support café staff with stock ordering and managing stock levels. Strategic purchasing remains with the Trustees.
- Following completion of training (to be provided) act as Fire Warden and First Aider

Support for Community Outreach & Development:

- Support the Trustees in engaging with the local community to identify needs and opportunities for new activities and services.

Assist the Trustees in developing and maintaining strong relationships with local community groups, charities, and businesses to foster partnerships.

- Contribute to the promotion of the centre and its activities through various channels, including social media, local press, and community newsletters using Trustee approved communications
- Lead on the organisation and delivery of a programme of community events and activities, such as fairs, workshops, and social gatherings. All community events and activities to have prior approval from the Trustees.

Financial & Administrative:

- Work with the Treasurer to support the management of the centre's budget and work within financial controls set by Trustees.
- Manage petty cash and assist the Treasurer with financial reporting as required, e.g. weekly banking of cash
- Support Trustees in collection of booking fees from hirers
- Work within financial controls and limits set and agreed by the Trustees
- Maintain accurate records of bookings, user groups, and volunteers.
- Undertake monthly metre readings and providing to Treasurer.
- Assist the Trustees in identifying and gathering information for grant funding applications.

Person Specification:

Essential:

- Experience in a coordination or administrative role.
- Excellent organisational and time-management skills, with the ability to manage a varied workload.
- Strong communication and interpersonal skills, with the ability to build positive relationships with a wide range of people.
- A proactive and self-motivated individual with a can-do attitude.
- Experience of handling cash and assisting with financial records.
- IT literate, with proficiency in using email, word processing, and basic spreadsheets.



www.lostwithielcommunitycentre.org

HR@lostwithielcommunitycentre.org

- A commitment to the values and aims of the Lostwithiel Community Centre.
- A full UK driving license (to be able to collect orders and transport items to and from the Community Centre)

Desirable:

- Experience working in a community facing role, community building or similar facility.
- Experience of working alongside volunteers.
- Knowledge of health and safety and safeguarding principles.
- Experience of supporting fundraising activities.

Closing date for applications: 5pm, 28 October 2026

To apply: Please submit your CV and a covering letter to HR@lostwithielcommunitycentre.org

Interviews: Interviews are expected to take place during the week commencing 10 November 2026.