

Centre Coordinator

Salary: £26,000 per annum

Hours: Full Time, Monday to Friday 9.00 am to 5.00pm, Permanent

Location: New Horizons Centre, New Horizons Guinness Trust Estate, Cadogan St, London SW3 2PF

Line Management: Senior Centre Coordinator

Working with: Senior Leadership Team; Project Staff; Open Age Service Users; Community Organisations.

Open Age are looking to recruit a Centre Coordinator, who can demonstrate a passion for creating a welcoming and accessible atmosphere for older people in a dedicated centre.

In this role you will ensure the centre runs smoothly on a day to day basis, alongside the Senior Coordinator and volunteers who support the reception function. You will possess strong abilities in organising and prioritising your own workload and demonstrate a flexible, proactively approach to your work.

About Open Age:

Open Age was established in 1993 and we're now celebrating over 30 years of championing an active life for older people. Each week we run a wide range of activities for older people from our own three centres and over 60 other community venues. From boxing to ballet, baking to blogging - Open Age's array of activities improves the physical and mental wellbeing of our members.

What you get in return

You will be working in a passionate and enthusiastic team with a strong vision and ambition in striving to enrich the lives of older people.

We offer 25 days leave (pro rata) plus bank holidays and 1 extra day off for your Birthday and occasionally additional paid leave over Christmas period is given.

Employer and employee contribution to pension in line with auto-enrolment pension requirement, 3% employer contribution

Access to the Cycle to Work Scheme through salary sacrifice.

We are London Healthy Workplace Award accredited and proactively invest in the health and wellbeing of employees supporting fair employment practices and a better workplace.

Regular staff social events.

Training opportunities.

An inclusive work environment welcoming people from all backgrounds, sexuality, ability, race, ethnicity, gender and age.

Applying for this role:

To apply for this position, please submit your CV and cover letter, outlining your suitability for this role (no longer than two pages) on Charity Jobs

<https://www.charityjob.co.uk/jobs/open-age/centre-coordinator/998666?tsId=36> . CV's without covering letters may not be considered

The closing date for applications is **9am Friday 10th January 2025**

Please email Tina Lavenu tlavenu@openage.org.uk to ask about any reasonable adjustments you may need to be able to apply to this role.

Interview dates: Week of 15th January 2025 (if not held right away)

The successful applicant will be required to undergo an enhanced DBS check.

Equal Opportunities:

Open Age is committed to promoting a diverse and inclusive community. We welcome applications from all backgrounds and experiences.