

## **Centre Coordinator**

**Salary:** £26,000 per annum

**Hours:** full time 35 hours per week, fixed term until end of September 2025

**Location:** This role is based at The Avenues Centre, 3-7 Third Avenue, London W10 4RS. However, there is a requirement to travel to another centre on Fridays when the Avenues closes for Open Age members

**Line Management:** Senior Centre Coordinator

**Working with:** Colleagues in the Member Experience Team, Head of Member Experience and the wider Open Age team, Open Age Service Users; Community Organisations

Open Age is seeking a Centre Coordinator, who can demonstrate a passion for creating a welcoming and accessible atmosphere for older people in our dedicated centres.

In this role you will ensure the smooth running of the centre, 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. Strong customer service skills are required alongside a friendly and welcoming manner, as the role is the welcoming face of Open Age to anyone coming to the centre.

The role is a fixed term post until the end of September 2025. There may be options to extend beyond the initial contract if our ongoing funding supports this.

### **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 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 [job website](#). CV's without covering letters may not be considered

The closing date for applications is **9.00am Monday 10<sup>th</sup> March 2025**

Interviews will be held as and when applications are submitted.

Please email to ask about any reasonable adjustments you may need to be able to apply to this role.

Interview dates: To be arranged during and after the closing date

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.