

POST	CENTRE OFFICER
REPORTING TO	CENTRE MANAGER
HOURS	37.5 HOURS A WEEK
SALARY	£25,000
LOCATION	MILTON KEYNES
CLOSING DATE	10AM FRIDAY 20TH AUGUST
INTERVIEW DATE	THURSDAY 26TH AUGUST



THE SAFETY CENTRE

The Safety Centre is the regional safety charity providing vital safety education to children, young people and adults across Bedfordshire, Buckinghamshire, Hertfordshire, Milton Keynes, Northamptonshire and beyond.

Our vision is a society where all children, young people and adults have access to interactive, immersive, and memorable safety education and training, enabling safe and flourishing communities.

We are seeking an enthusiastic and driven Centre Officer to play a key role in the running of our immersive and interactive education centre 'Hazard Alley'.

KEY DELIVERABLES

- Lead on the management and support of the Safety Centre volunteer guides, ensuring all education tours and session are run to a high standard.
- Manage data entry and reporting on the Volunteer Database. Maintain accurate and timely records of all associated activity, maintaining appropriate systems with relevant information.
- Utilise technology to manage volunteer scheduling, ensuring we have sufficient trained volunteers to meet operational needs.
- Support the Head of Marketing & Development with the recruitment of new volunteers
- Train new volunteer guides and assess them. Monitor and assess existing volunteers.
- Look after the well-being of the volunteers and manage any issues that arise.
- Work with the Centre Manager to develop, diversify and modernise our education centre to grow our reach and impact.
- Manage all volunteer resources including polo shirts and sweatshirts, and regularly review and update the volunteer guide manual incorporating any changes.
- Support tours and sessions whilst in progress.
- Abide by risk assessments and health and safety throughout the centre and report any concerns to the Centre Manager.
- Train as a Guide and deliver tours as required.
- Act as centre fire warden. This includes supporting the Centre Manager with organising and recording fire drills, testing call points, keeping the fire log up to date.

- Provide logistical support for the Centre Manager in the running of onsite operations.
- Support the planning of Centre and Volunteer events.
- Cover the running of tours and onsite operations in absence of Centre Manager.



OTHER DUTIES

- To undertake duties as reasonably required as part of a small and supportive team to ensure the smooth running of all operations.
- Contribute to a positive working environment, in which staff are empowered to do their best.
- Some evening and weekend working will be required for which time off in lieu will be given.
- Be a key holder for the centre.
- The job description represents the primary requirements necessary for the Safety Centre at this current time. However, it will be expected that roles may expand as our operations develop.

BENEFITS

- We offer a generous holiday entitlement of 27 days per year plus bank holidays
- Contributory pension scheme
- Free onsite parking
- Additional training opportunities
- Supportive working environment

The Safety Centre is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the community we serve. We welcome applications from all suitably qualified candidates.

THE SUCCESSFUL APPLICANT

The successful candidate will possess the following skills:



ESSENTIAL

- Demonstrable experience of planning, organisation and scheduling skills.
- Proven experience of strong IT skills including use of Microsoft Office tools such as outlook, word and excel to manage workload and projects.
- Experience of building strong relationships with a variety of stakeholders utilising strong interpersonal, networking and facilitation skills.
- Demonstrable experience of providing high quality and professional customer care and resolving issues as they arise.
- Proven experience of managing multiple priorities at the same time and meeting objectives within agreed timeframe.
- Demonstrable experience of working on own initiative and as part of a small team.
- Excellent communication skills, both written and oral, for a range of audiences.

DESIRABLE

- Project management experience.
- Managing, developing, and leading volunteers.
- Income generation, preferably within a business enterprise culture.
- Education environment experience.

DEADLINE FOR APPLYING

Please submit a comprehensive CV and supporting statement by **10am on Friday 20th August** to wendy@safetycentre.co.uk

Please note interviews for shortlisted applicants will be held on the **Thursday 26th August**.