

## ACSR Charity Assistant Job Description

**Post Title:** ACSR – Charity Assistant (fixed term, 130 hours)

**Grade/Contract Value:** £1,755 (130hrs x £13.50/hr)

**Location:** APAFC Pavilion, Western Road, Auchterarder

**Reports To:** ACSR

### Principal Purpose and Objectives

To manage ACSR's Community Area within the APAFC Pavilion and create a warm and welcoming environment for all pavilion users

### Main Duties

1. To facilitate access to the Community Area within APAFC's Pavilion at the specified times
2. To create a warm and welcoming environment for all Pavilion users
3. To encourage Pavilion users to join ACSR
4. To share information relating to external hiring of the Pavilion to any interested parties

### Responsibilities

1. In conjunction with ACSR's Development Manager, Trustees and Cleaning Staff, to ensure the Pavilion is a clean and welcoming environment
2. To carry out day-to-day pavilion maintenance tasks
3. To provide regular progress reports to ACSR
4. To adhere to ACSR health and safety and standard operating procedures
5. Any other duties as appropriate to the post

### Communications

Internal: ACSR Development Manager  
ACSR Board of Trustees

External: Members of the public

### Candidate Knowledge, Skills and Experience

- Experience of working in a people-focused environment

### **Candidate Requirements**

- Enthusiastic
- Good communication skills
- Excellent time-keeping skills
- Self-motivated

### **Candidate Qualities**

- Adaptable
- Hard-working
- Highly-motivated
- Honest
- Innovative
- Reliable

### **The Working Environment**

- Ability to work on all specified dates is essential

## Person Specification

**Post Title:** ACSR – Charity Assistant (fixed term, 140 hours)

Requirement	Essential	Desirable	Evidence
Ability to Create a Warm and Welcoming Environment	Excellent people skills		A, I
Communication Skills	Good communication skills, ability to communicate with people of all ages		A, I
Working Flexibility	Ability to work all specified dates is required		A, I

### Evidence

A Application Form

I Interview