



Business Services Administrator

JOB DESCRIPTION

Post	Business Services Administrator (Business Support Officer)
Location	Communityworks, St Augustine's Terrace Undercliffe Lane, Bradford BD3 0DW
Accountable to	Communityworks CEO
Hours	18 hours per week
Working days	To be agreed with the line manager

Position in the Organisation

Business Services Administrator will be employed by Communityworks and will be accountable to the Communityworks CEO.

The post holder will be expected to work with a high degree of autonomy and will be part of the core admin team at Communityworks.

Job Summary

To deliver reliable administrative support across the charity's operations, particularly **friday admin cover, building maintenance scheduling, social media activity, and light financial administration.**

Principal roles and responsibilities

To provide general administrative support to the Centre particularly the management team.

To provide a friendly and efficient reception service to all users of the Community Centre particularly cover on Friday.

To establish and maintain an integrated and readily accessible filing system.

To manage petty cash in partnership with other admin and ensure that systems of accountability are in place in line with the financial policies and procedures of the organisation.

To invoice and record bookings to the Centre and to ensure that systems are in place to ensure payment.

To input bookings into the booking system and communicate to others where appropriate i.e. IT, refreshments and caretaking.

To undertake training and development as required within the demands of the post.

To participate in supervision and appraisal and other meetings deemed necessary for the smooth running of the Centre.

To promote the ethos and values of the Centre and to contribute to the success of the Centre's Equal Opportunities policy in respect both of employment issues and the delivery of services in the area.

Key Tasks

- **Community Centre Admin Cover on Fridays** — Provide front-desk and operational support every Friday, including visitor reception, room-booking management, responding to enquiries, and ensuring smooth day-to-day running.
- **Maintenance Scheduling** — Develop and maintain a structured schedule for building checks (e.g., fire safety, electrical inspections, cleaning cycles, equipment servicing). Liaise with contractors and track completion.
- **Social Media Support** — Draft posts, schedule updates, respond to basic enquiries, and maintain consistent online presence aligned with the charity's tone and values.
- **Financial Administration** — Prepare and send invoices, record payments, support basic tasks to assist the CEO and the bookkeeper, and assist with monthly maintenance-spend forecasting.
- **Operational Coordination** — During the week support staff with document preparation, filing, data entry, volunteer coordination, and general administrative tasks.

Other Duties

Ensure that funders monitoring and reporting requirements are fulfilled.

Arrange events and activities to promote opportunities for local people and raise the profile of Communityworks within the area and beyond.

Take minutes for Trustees and staff meetings.

Publicise the activities of Communityworks through promotional materials

General

The post holder will share responsibility with other staff for maintaining a high quality of delivery on all Communityworks activities.

There may be additional tasks not listed above that arise which the Board of Directors and the Communityworks CEO will deem the responsibility of the post holder.

In general the post holder will need to be flexible, adaptable and able to respond to situations as they arise.

The post holder will be expected to work within the values, aims and ethos of Communityworks and in accordance with the policies and procedures of the organisation.

Pay and conditions

Salary: **£25,989 / annum** (pro rata) (Salary to be reviewed after 3 months)

Holidays: 5 weeks per annum (pro rata) + 8 public holidays

Length of contract: The post is initially funded for two years with likelihood of extension subject to future funding.

Rehabilitation of Offenders Act 1974

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.

Summer 2026