



Charity no. 304343

North Oxford Association, Diamond Place, off Marston Ferry Road, Summertown, Oxford, OX2 7DP

**Tel: 01865 552295**

[www.northoxfordassociation.org.uk](http://www.northoxfordassociation.org.uk)

## **Duty Officer Job Description**

The North Oxford Association is looking for an out of hours Duty Officer to join our small team to assist in the running of the centre primarily evenings and weekends, this part time role would be ideal for someone looking for a few hours of work to go alongside other commitments.

The role is required to attend the North Oxford Association centre to provide access to hirers and answer any questions they may have, ensure that the centre is safe and welcoming for hirers, ensure that the centre is left in a good condition by hirers and if any damage is done be able to identify the group that caused it.

The post pays Oxford living wage £2500 per year for between 3 and 5 hours a week depending on centre usage

To apply please email [info@northoxfordassociation.org.uk](mailto:info@northoxfordassociation.org.uk)

### **Key Tasks**

- Lock and Unlock the North Oxford Association Centre for hirers at the weekend
- Welcome hirers and familiarise them with the centre and its facilities
- Ensure that lighting, heating and kitchen equipment are in working order for hirers
- When necessary move furniture and equipment
- Check fire doors and corridors are unobstructed
- Answer duty mobile and check messages
- Be able to attend community centre as a key holder in emergencies
- Be aware of the Centres health and safety and safeguarding policies and ensure they are followed to by hirers

### **Desired Skills**

- Reliability
- Key holding experience
- Friendly demeanour
- Eye for details
- Experience of adhering to health and safety policy