

OFFICE COORDINATOR

CORE TEAM

XLP is a youth work charity working to create positive futures for young people and at the cutting edge of tackling poverty and educational failure in inner London. We deliver holistic, long-term work with young people aged 11 to 25 in schools and estate communities.

We're looking for a part-time Office Coordinator to help maintain and manage our central office and create a welcoming and enjoyable working environment that allows the team to do their best work. Our central office is where our core team is based, comprising of finance, fundraising, communications, impact and HR, and where we run team days, events, and some of our youth work projects.

As a team player, you will be flexible, proactive and happy to apply your organisational and communication skills to help solve problems. You'll be keen to improve efficiency and always thinking about how we could do things better.

Part of our small office team, you will be helping to support the smooth running of the organisation, which allows our team of around 40 community-based youth workers to thrive in their work to help young people stay in school and out of gangs.



VALUES

OUR MISSION

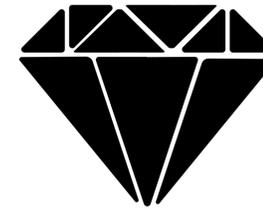
XLP seeks to empower young people from the most disadvantaged backgrounds to complete their education and avoid anti-social behaviour, gangs and criminality and ultimately become positive contributors to their communities.



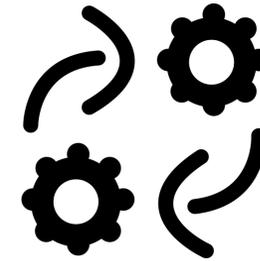
XLP PUTS YOUNG PEOPLE FIRST



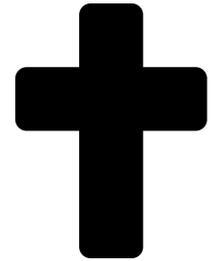
XLP BELIEVES IN WORKING FOR THE LONG TERM



XLP STRIVES FOR EXCELLENCE



XLP WORKS TOGETHER WELL



XLP IS ROOTED IN CHRIST

These are the values we live by internally, building us up as an effective community.

We are a Christian charity and are “faith based, but not faith biased”. We work with young people of all faiths and none.

Candidates are required to support, uphold and sustain these values.

As a staff team we are committed to growing in diversity and inclusion and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.

KEY TASKS AND RESPONSIBILITIES

Office Administration

- Respond to general email enquiries sent to XLP;
- Oversee day-to-day interaction with the building's landlords and other tenants;
- In conjunction with the People and Culture team, oversee induction of new XLP starters to the building;
- Maintain necessary records relating to the building.

Site Management

- Take responsibility for the XLP central office, including maintenance and upkeep of the building, and managing the budget for improvements;
- Schedule services, including PAT testing, fire and burglar alarm checks, boiler service, pest control checks, sanitary waste collection, gutter cleaning, etc.;
- Manage office equipment and supplies including stationary, first aid, and cleaning products;
- Manage cleaner and cleaning schedule;
- Manage contracts with suppliers;
- Oversee the office Health and Safety policy and ensure compliance;
- Respond to any maintenance issues and make small repairs;
- Take responsibility for keeping the office tidy, including arranging regular clear outs with the office team;
- Run fire drills, and train members of the team to be fire marshals.

Venue Hire and Room Bookings

- Manage internal bookings for meetings rooms, including setting up IT equipment and preparing rooms for meetings;
- Manage and develop hall hire and meeting room bookings for external groups, including managing the event calendar, showing the space to potential clients, giving quotes, providing requested equipment, and setting up the hall;
- Occasionally be 'on call' in case of an emergency in the building when hired out externally.

Other

- Contribute to the smooth running of the office through answering the phones, receiving visitors and post, and helping to arrange team meetings and away days;
- Notice things that need doing around the office and take initiative to solve issues.

WHO YOU ARE

You will be passionate about creating positive futures for young people and seeing transformation in the lives of young people in inner-city London.

You'll be good at:

- Organisation and have great attention to detail;
- Communicating with people from all different walks of life;
- Using Microsoft Word, Excel and Outlook;
- Completing tasks that you start and making sure that all the things you do are to a high standard;
- Spotting where things need to be done and taking initiative to problem solve.
- Confident in dealing with phone calls

Useful if you have:

- Previous experience in a similar role;
- Knowledge of health and safety legislation;
- Previous training as a fire warden;
- Previous training as a first aider.

We're committed to providing ongoing training and support for all our staff for them to develop and thrive in their roles.

All XLP staff and volunteers have enhanced DBS disclosures and work within strict safeguarding guidelines.



Terms of Employment

This is a part-time role (18.75 hours), with flexibility around how the hours are spread across the week.

Location:	City of London
Contract:	Permanent
Salary:	£25,000 pro rata

How to Apply

You can apply for the role using the online application form at www.xlp.org.uk/jobs

Submission Deadline: Applications should be completed by 12pm (midday) **Friday the 8th of July 2022**
XLP will be interviewing as applications come in, with the right to close the advert if the appropriate candidate is found before the deadline close.

Interview Process: Successful candidates will be invited to two stages of interview.

If you have any questions about the role, please contact us at jobs@xlp.org.uk