



ROOKHOW

Quaker Meeting House and Bunkbarn

Rookhow Assistant Development Worker

Job Description

Job overview

The role of Assistant Development Worker is to support the work of the Rookhow Trustees and Development Manager. The role is varied, encompassing a variety of practical tasks, responsibilities and administration functions. You will work closely with the Development Manager and a designated Trustee.

Your normal place of work will be Rookhow Meeting House and Bunkbarn. You will be expected to work on site on some Fridays. At other times, remote working will be possible. Flexible work arrangements will be negotiated in agreement with the Development Manager and a designated Trustee.

You will provide cover for the Development Manager when they are on annual leave or undertaking training.

Main duties of the job

Provide efficient and effective administrative support to the Trustees and Development Manager through some or all the following:

Planning & Organising

- In conjunction with the Development Manager, use the Bookalet system to monitor and manage bookings for Rookhow Meeting House and Bunkbarn.
- In conjunction with the Development Manager, maintain and add to the existing electronic databases and paper filing systems ensuring information is secure and accessible to those with the correct authorisation.
- In conjunction with the Development Manager, maintain the volunteer database and work party records.
- Oversee volunteer work parties when the Development Manager is not on site.
- In conjunction with the Development Manager, undertaking practical tasks from a checklist such as regular safety checks of alarms and fire extinguishers, meter readings, monitoring and ordering stock of cleaning materials.
- Gather information and undertake enquiries and administrative tasks for the Trustees and Development Manager as and when is necessary.
- Provide support to Trustees by undertaking specific tasks designated by a designated Trustee.
- Be available to greet guests, if agreed in advance, on their arrival at Rookhow.
- Other duties deemed in keeping with the role.