



Education Centre Coordinator

Part - time post (2 days a week or equivalent)

Responsible to	Centre Manager
The Venue	The Holly Lodge Centre is a unique education charity based in Richmond Park.
Education Coordination	<ul style="list-style-type: none"> • To be the first point of contact for all school or other group bookings and administer and manage those bookings including: <ul style="list-style-type: none"> ○ Answering the phone ○ Discussing groups' requirements and answering queries as necessary ○ Making the bookings, sending confirmation, quotes, invoices and H & S information as necessary ○ Welcoming groups to the Centre and doing the farewells (these with volunteers) • To deliver sessions on a regular basis, responding to variations in booking numbers at different times of the year, or to act as substitute for volunteers who cannot attend at the last-minute • To monitor the TeamUp calendar of volunteer allocation, in collaboration with the Centre Manager • To assist with school holiday programmes, working with the Centre Manager to devise, deliver and administrate sessions and workshops. • Working with the Centre Manager, devise lesson plans. Maintain lesson plans and ensure all are up to date.
Education data recording	<ul style="list-style-type: none"> • Monitor and collate data from bookings and workshop delivery for reporting purposes
General office administration	<p>Be the first point of contact for communication to the charity:</p> <ul style="list-style-type: none"> • Monitoring and answering general emails • Answering the telephones • Dealing with and recording post • Order resources when needed
Communication	<ul style="list-style-type: none"> • Creative use of social media to increase our profile, specifically Facebook and Instagram • Use Mailchimp programme to write and send bi-monthly e-newsletter • Maintain up to date database lists • Use Mailchimp to communicate to schools and groups • Update the website, where required
Events	Attend events representing the Holly Lodge Centre.
	Other applicable tasks involved in the running of the Centre as needed.