



Freelance Centre Assistant - Welsh Harp Environmental Education Centre

Salary: £11 per hour

Job type: Self-employed / Contractor

Engagement period: Minimum 2 hour bookings as required

Location: Welsh Harp Environmental Education Centre, Birchen Grove, London, NW9 8RY

Responsible to: Education Team Leader

Purpose of the job

The Freelance Centre Assistant will have responsibility for opening and closing the Welsh Harp Environmental Education Centre during venue hire bookings, and preparing and maintaining education resources

Background

Thames21 is the leading environmental charity for London's waterways. We reconnect people to nature by helping them enjoy, protect and enhance their local rivers. We improve and restore rivers, educate and empower the community, and campaign for positive change for the good of people and the environment.

Thames21 has managed the Welsh Harp Environmental Education Centre (the Centre) since 2016. It is a vibrant base for outdoor environmental education, community volunteering and venue hire. Requests for venue hire on weekday evenings and weekends is growing and the Freelance Centre Assistant is required to help facilitate this need.

Main duties and responsibilities:

- Open and close the Centre in line with Thames21's procedure.
- Set-up / pack-away furniture as required for venue hire bookings.
- Carry out a site safety inspection prior to a venue hire booking commencing as per Thames21' risk assessment.
- Manage queries from venue hirer during bookings.
- Liaise with Thames21 Senior Manager on call as required.
- Ensure bookings operate to the agreed Booking Terms and Conditions and within the standards of Thames21's Health & Safety policy.
- Prepare and maintain education resources.
- Undertake light cleaning as required.

- Any other tasks as reasonably requested by the Welsh Harp Environmental Education Centre Education Officer.
- Communicate messages of Thames21 to the general public on request.

Applicants should be:

- Self-motivated and able to work unsupervised.
- Experienced in opening and closing a place of work.
- Confident in dealing with queries from members of the public.
- Experienced in adhering to a risk assessment and associated health & safety standards.
- Prepared to work at evenings and weekends.
- Experienced in carrying out basic office tasks such as printing, filing, and organising resources.

Thames21 Freelance Centre Assistant:

- By agreeing to undertake a booking it is considered a contractual obligation to attend and to arrive on time. Adequate notice must be given to Education Team Leader if you cannot make a booking.
- Will be expected to read and implement various Thames21 operational policies.
- Will need to have a current or agree to undertake an enhanced Disclosure and Barring Service check.
- Will be expected to attend a half day induction at the Centre.

Application for this post:

To apply for this post please send your CV and covering letter via email to Edel Fingleton, Thames21 Education Coordinator: edel.fingleton@thames21.org.uk

Interviews for this post will be held on the (TBC) at Welsh Harp Environmental Educational Centre, Birchen Grove, NW9 8RY