



We are the Elisabeth Curtis Centre, a purpose built Riding for the Disabled centre on the outskirts of Bedford in the village of Bromham. We're an independent, incorporated, charity and a member of the national Riding for the Disabled Association (RDA UK), supporting over 80 participants with the support of over 100 volunteers in the last year.

We provide our participants the therapy, fitness, skills development and the opportunity to achieve through the use of our fabulous herd of 9 horses and ponies. We have extensive need for our services and are excitingly working to further enhance and develop our offering to cater to more and new needs.

Now is an exciting time to join us on our journey in the role of **Centre Coordinator** on a **4 year Fixed Term Contract**.

| <b>Centre Coordinator</b>                  |  |
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| <b>Main purpose &amp; overview of role</b> | As a new position in the charity, someone who is willing to develop the role for the benefit of the Elisabeth Curtis Centre.   |
| <b>Responsibilities and activities</b>     | <p><b>The duties of a Centre Coordinator include:</b></p> <ul style="list-style-type: none"> <li>• Monitoring current policies and procedures.</li> <li>• Responsibility for volunteer experience at the centre – from application to participation and training.</li> <li>• Liaising with participants, parents and carers on a range of topics from enquiries to support and invoicing.</li> <li>• Supporting our fundraising group with organisation and admin support.</li> <li>• Some general cash handling.</li> <li>• General administration and communications.</li> </ul>   |
| <b>Qualities and experience required</b>   | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Warm and friendly personality.</li> <li>• Positive and proactive attitude, with the ability to identify service or efficiency improvements.</li> <li>• Happy to work independently, and as part of a team.</li> <li>• Computer literacy using MS software and knowledge of social media</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Existing experience with Xero accounting software, training can be given.</li> <li>• Experience working within a charity sector and volunteer led organisation.</li> <li>• Experience working within a disability focused organisation.</li> </ul> |

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| <p><b>A commitment to the role and time required</b></p>                      | <p>35 hours per week.</p> <p>9am to 5pm Monday to Friday with occasional weekend or evening work with time off in lieu.</p> <p>4-year fixed term contract.</p>  |
| <p><b>DBS checking</b></p>  | <p>References are taken in adherence with our Safe Recruitment Policy along with DBS checks.</p>  |
| <p><b>What can you expect from working at Elisabeth Curtis Centre RDA</b></p> | <ul style="list-style-type: none"> <li>• Induction and training to support your role at the centre.</li> <li>• Provide you with the policies, procedures and standards of the organisation in relation to your role</li> <li>• Provide an accessible complaints procedure</li> <li>• Agreed out of pockets expenses to be re-imbursed inline with relevant procedure.</li> <li>• Lone working policies and procedures.</li> <li>• Employee Assistance Programme.</li> <li>• Competitive Salary.</li> <li>• Pension Scheme.</li> </ul> <p>At the Elisabeth Curtis Centre, we believe in creating and promoting a diverse and inclusive workplace where everyone is valued and respected. We are committed to providing equal opportunities for all employees and applicants regardless of their background and status which includes their age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.</p> <p>We strive to ensure that we have a welcoming and supportive workplace that enables all employees to thrive and contribute to their fullest potential and encourage all qualified candidates to apply for our open positions and join us in building a diverse and inclusive team. We believe that a more inclusive workplace, where people of different backgrounds work together, ensures better outcomes for all employees and our service users.</p> <p>If you would like some assistance with your application, for example if you would like us to provide the information in a different format or to request adjustments to the process, please contact: <a href="mailto:careers@elisabethcurtiscentre.co.uk">careers@elisabethcurtiscentre.co.uk</a></p> |

**Interested?**

Please contact the chair, Kyle Palmer, via e-mail **careers@elisabethcurtiscentre.co.uk** with a cover letter and copy of your CV.

**Job applications by 5pm 22nd December.** ECC reserves the right to close the role earlier based on demand.