

Job Vacancy



Ahoy Centre Co-ordinator

Deptford, London

Closing date – 1/11/24

About The Ahoy Centre

We are a charity that changes people's lives and builds life skills through sailing, rowing, powerboating and other activities on and off the water.

We attract young people and adults from our local community working in partnership with schools, youth groups and other community organisations. Often our users are from marginalised groups who wouldn't normally be able to access sailing, rowing or other water-based activities.

As well as having fun, our recipients often gain new skills and confidence that they can apply in other life settings. Sometimes the experiences people have at Ahoy can alter their life direction.

As a charity, we fund all the activity through fundraising, so that we can offer water sports either free or at a minimal cost. Our ability to form meaningful partnerships and with organisations who share our mission to improve the lives of people in Greenwich and Lewisham is crucial.

We are based on The River Thames in Deptford, south-east London. We sit on the border between the boroughs of Greenwich and Lewisham, and we are only a 15-minute walk from Deptford and Greenwich town centres.

In 2023 we were 20 years old.

You would be joining The Ahoy at an exciting time as we look towards 2025 with a fresh approach. You would have the opportunity to shape our future work.

For more information visit www.ahoy.org.uk

Job Title - **Ahoy Centre Co-Ordinator**

Job purpose – This is an exciting opportunity to help the Charity operate on a day-to-day basis. It is a varied role with the potential to develop a wide range of skills. You will become a central figure in our day-to-day activity.

Key responsibilities – You will oversee our main reception, and you will often be the first person our users come in to contact with. This will involve managing our flow of visitors and users and dealing with our general enquiries.

You will also co-ordinate the management of the land-based operations – overseeing contracts related to cleaning and maintenance and ensuring the site is fit for purpose. The processing of bookings is also important.

In addition to the above, you will also co-ordinate our volunteers so that they add value and have a fruitful experience with us.

You will co-ordinate our venue hire activity which plays a significant role in our community outreach and our funding needs.

This is a pivotal role which will see you at the heart of all our work and you will report to the CEO.

Hours - Full time – 35hrs per week. Main working hours are Monday-Friday, 9am to 5pm but you will be required to occasionally work evenings and weekends.

Term - Permanent

Remuneration - £30,000 pa, plus pension.

Location – The Ahoy Centre, Borthwick Street, Deptford, London. SE8 3JY

Working arrangements – This role is predominantly based on-site. However, there is some scope for limited home working.

DBS – You will be required to complete a DBS check.

Person specification

Experience	Essential	Desirable
Working in a role which requires public facing responsibility	✓	
Premises supervision		✓
Contract supervision		✓
Working in a busy office environment	✓	
A sports delivery environment		✓
Working with volunteers and understanding their needs	✓	
Skills and abilities		
Customer service and management	✓	
MS Office	✓	
Contract management		✓
Good organisational skills	✓	
Ability to work as part of a team	✓	
Ability to problem solve and use initiative	✓	
Qualifications		
Degree or equivalent		✓

Further information – If you would like an informal conversation, call 020 8691 7502 to arrange a call back.

How to apply - Please send a CV and covering letter (no more than two sides of A4) to david.reader@ahoy.org.uk . In your covering letter, please address the person specification criteria listed.

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