



Education Centre Coordinator (ECC)
Full time post

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 ○ Make the bookings, sending confirmation, quotes and H & S information as necessary ○ Welcoming groups to the Centre and doing the farewells (these with volunteers) • To lead and deliver a range of workshop sessions on a regular basis, adapting and responding to variations in booking numbers (class sizes) and the needs of individuals or groups with special educational needs/additional needs. • To co-ordinate volunteers who can support the delivery of workshop sessions and substitute for volunteers who cannot attend at the last-minute. • To monitor the Team Up 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 • Lead the transport bursary scheme, offering support to schools. Monitoring and administrating the scheme.

General office administration	<p>Be one of 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 <p>Co-ordinate and stocktake centre supplies with other ECC's including</p> <ul style="list-style-type: none"> • Tea, coffee supplies etc. • Resources for activities • Stationery supplies • Leaflets
Communication	<ul style="list-style-type: none"> • Creative use of social media to increase our profile, specifically Facebook and Instagram • Contribute to publications • Contribute to mail chimp communications to schools and groups • Update the website, where required
Events	Attend and assist at events representing the Holly Lodge Centre.
	Other applicable tasks involved in the running of the Centre as needed.