



CORNERHOUSE (YORKSHIRE)

Job Description

Job Title: Administration and Marketing Assistant

Salary: £6,994 per annum (£13.45 per hour)

Hours of work: 10 Hours per week to be work flexibly Monday-Friday between the hours of 8am-6pm

Annual Leave: 35 days per annum, pro rata, inclusive on bank holidays

Line Manager: Co-CEOs

Base: Percy Street, Hull, HU2 8HL

Job Overview

We are seeking an organised, proactive and approachable Administrative Assistant to support the smooth running of Cornerhouse services, projects and community activities. This varied role combines office administration, communications, social media, events administration and community engagement.

The successful candidate will play an important role in ensuring Cornerhouse staff, volunteers and service users receive an efficient and professional service whilst supporting the organisation's wider community programmes, including ReachOut outreach provision and fundraising activities.

Key Responsibilities

Administration

- Manage enquiries, telephone calls and messages.
- Welcome visitors and maintain signing-in procedures.
- Order office supplies and resources.
- Print, prepare and distribute resources for staff and projects.
- Maintain accurate records and filing systems.

Marketing and Communications

- Design and schedule social media content.
- Monitor and respond to social media enquiries.
- Update online activity listings and promotional information.
- Support marketing and awareness campaigns.

Events and Community Engagement

- Assist with the planning and administration of fundraising and community events.
- Occasionally set up, staff and dismantle information stalls at community events.
- Represent Cornerhouse professionally at outreach and engagement activities.
- Support the promotion of Cornerhouse services within local communities.

Youth work Support

- Support outreach shifts to cover staff shortages

Other Duties

- Project administration tasks as reasonably requested by the Co-CEOs,
- Undertake any other duties commensurate with the role as reasonably requested by the Co-CEOs.

Additional Information

The post holder may occasionally be required to work flexibly to support evening or weekend events, outreach activities and community engagement opportunities.

Cornerhouse is committed to safeguarding, equality, diversity and inclusion. Enhanced DBS clearance will be required for this role.

Person Specification

Essential	Desirable	Assessed By
Good standard of English and Maths	Experience in the voluntary, community or charity sector	Application
Good Microsoft Office skills	Experience coordinating rotas or events	Application / Interview
Excellent communication and organisational skills	Experience supporting community outreach or information stalls	Application / Interview
Ability to work independently and as part of a team	Experience using social media scheduling platforms	Application/ Interview
Professional and friendly approach		Application / Interview
Ability to maintain confidentiality		Application / Interview
Willingness to occasionally support events and ReachOut activities		Application
Strong attention to detail and ability to prioritise workload		Application / Interview

Why Work for Cornerhouse?

Cornerhouse is committed to supporting young people and communities across Hull and East Yorkshire. We offer a supportive working environment where staff are encouraged to develop their skills, contribute ideas and make a meaningful difference to local communities.