



## Job Title

Centre Support Team Member

## Hours

- Full Time (35 hours)
- Part Time (7–22 hours) (*multiple positions available*)

## Reports To

OXSRAD Team Leader

## Job Purpose

To support the day-to-day running of the centre by providing a welcoming, safe and inclusive environment for all users.

## Salary

£12.71 per hour

## Main Responsibilities

- **Provide front-of-house support**, welcoming clients, answering queries, and assisting visitors to access services, to ensure a positive and inclusive experience
- **Maintain high standards of cleanliness and hygiene across the centre**, including bathrooms, gym equipment, and communal areas, and to complete daily cleaning and operational checks to ensure the centre runs safely and efficiently
- **Support the delivery of community café services**, preparing and serving drinks and snacks while maintaining a friendly and professional environment
- **Set up and prepare spaces for sessions and activities**, and support pack-down, to ensure programmes run smoothly and on time
- **Assist activity leads and support session delivery as required**, contributing to a high-quality experience for participants
- **Support clients to access gym equipment (following training)**, including adapted equipment, to promote inclusion and safe participation



OXSRAD is a fast-paced environment, with quieter periods throughout the day. Centre Support Staff are expected to use their initiative during quieter times to proactively identify and complete tasks to support the effective running of the centre.

## Essential key skills

- A strong commitment to working inclusively.
- Ability to act on own initiative.
- Strong communication and interpersonal skills.
- Ability to work as part of a team.
- Ability to respond to change positively.

## Desirable key skills

- Experience working or volunteering in a community, charity, or leisure setting
- Confidence interacting with a wide range of people, including those with additional needs
- Experience in a customer-facing or front-of-house role
- Basic knowledge of health and safety or cleaning standards

## Safeguarding

OXSRAD is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff are expected to share this commitment.

This role is subject to a DBS check.

## Place of work

In person - OXSRAD Sports Centre, Court Place Farm, Marsh Lane, OX3 0NQ

## Contract Type

Permanent, Part-Time

**If you feel this role is right for you, we'd love to hear from you. Please complete the application form available under the job advert on our website. When submitting your application, please specify how many hours you are applying for and your availability to work, including weekends.**