

JOIN OUR TEAM

Reception and Facilities Assistant

£25,183 - £27,269 per year, starting at £25,183 (point 6-11 on the scale)

An exciting opportunity has arisen for a practical person with a can-do attitude to join our friendly team at Healthy Me Healthy Communities CiC. Following a successful asset transfer and a £1m investment, we have ambitious plans for Gorton Central, developing this much loved community asset into an exemplar community hub and our organisational HQ. The Reception and Facilities Assistant will be the friendly face of the centre, providing information to visitors at Reception and ensuring that the Centre is looking its best and is set up ready for a day of activities and community engagement.

Salary: £25,183 - £27,269 per year (point 6-11) starting at £25,183 per year.

Location: Based at Gorton Central, Gorton Community Centre, Manchester, M18 8PE

Position type: Permanent

Hours: 35 hours a week with the following hours; Monday 8.45am-3.30pm; Tuesday 8.45am-4.30pm; Wednesday 8.45am-5.45pm; Thursday 8.45am-4pm and Friday 8.45am-3.30pm.

Other details:

- 5% employer pension.
- 25 days holiday plus 8 statutory bank holidays rising 1 day per year to a maximum of 30 days.
- Plus 1 paid leave day for employee birthday and 1 paid wellbeing day accompanied by £100 wellbeing budget.
- Sick-pay is 4-weeks full pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period).
- Access to free, confidential 'Health Assured' employee assistance programme.
- We are members of the Greater Manchester Good Employment Charter and won the Best for Health and Wellbeing - SME in the 2024 Good Employment Awards. We were shortlisted for 'Best Small Business for Inclusion' in the 2025 Good Employment Awards.
- We hold the Association for Accredited Learning 'People, Culture and Wellbeing Quality Mark' demonstrating our commitment to promoting a healthy, wellbeing-focused culture and working environment.
- HMHC strives to be an equal opportunities employer and celebrates diversity. We particularly welcome applications from people with disabilities, from global majority backgrounds, LGBTQIA and from different socio-economic and educational backgrounds.

Healthy Me Healthy Communities CiC

Gorton Central, Highmead Street, Gorton, Manchester M18 8PE

T: 0161 222 3633

E: info@hmhc.co.uk

www.hmhc.co.uk

BACKGROUND

Healthy Me Healthy Communities is a not-for-profit social enterprise founded in 2012 making a positive difference to people's health, lives and local communities.

At Healthy Me Healthy Communities we believe in the power of people and place, working together to tackle today's societal challenges, alleviating the everyday struggle faced by many people, and meeting the ambitions of residents and communities. Often when organisations look to improve the lives of those affected by poverty, discrimination, and exclusion, they overlook local knowledge, skills and expertise. For over 10 years, HMHC has been developing neighbourhood approaches and developing multi-sector partnerships, empowering people and communities. Our approach creates quality services that:

- **Make a big difference to people's lives**
- **Create lasting positive change for communities**
- **Influence and improve practice and policy, contributing to regional priorities for health, economic and social outcomes.**

Our Promise

Co-creating lasting improvements for people and places, practice and policy.

Mission

We are on a mission to harness the power of people and place, and working together for healthy, thriving communities and quality services.

Vision

And our vision is for "everyone enjoying a long, healthy and happy life"

We are proud of our collaboration and influencing work for fast-tracking our frontline learning to policy and practice. Some of recent successes include:

- Creating a new community asset at Gorton Central, working with Manchester City Council and securing capital and revenue funding from the National Lottery and the Department of Levelling-Up.
- Facilitating the Making Manchester Fairer Community Forum working the MMF Board for a fairer future for Manchester residents.
- Bringing food insecurity and community practice expertise to Manchester's food approaches and strategies as a founding member and our CEO is vice-chairperson of Manchester Food Board.
- Contributing to inclusive health research through the Community Priority Setting Programme in partnership with VOCAL and the James Lind Alliance, funded by the National Institute of Health Research.
- Co-producing resident-led age-friendly activities with our Ageing in Place project with Southway Housing.

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GORTON CENTRAL

We have been turning a pre-loved but well-worn community asset into a modern community centre in one of Manchester's famous neighbourhoods.

Once a derelict paint factory, this preloved community centre is being transformed into a place to learn, grow, make connections, a hub that can make a big difference to people's lives and bring lasting positive change to communities.

Gorton Central history...

Once upon a time, a local paint factory became the cherished Gorton Community Centre. The original 1930's site comprised a one storey office, stores tunnel and external buildings. The derelict building was saved by passionate residents and transformed into the Centre, owned by Manchester City Council and managed by a local committee. A first-floor extension and a new community hall were later added, together with our Award-winning 'Britain in Bloom' garden.

Today...

In 2017, in partnership with the Centre committee, HMHC launched Community Gorton Grocer and later, after the Centre had been closed during the pandemic, we reopened with new Covid-19 support services. During this time, we completed essential refurbishments and created new community spaces for engagement, collaboration and nurturing community leaders.

The future...

From 2023, the baton (and paintbrush) was handed over to HMHC following a successful community asset transfer and soon after we received the fantastic news of securing over £350k capital and revenue funding from the National Lottery and Department of Levelling-Up.

Our vision is built around engagement, collaboration and inspiring lasting positive change for people and communities. We are proud of our collaborations with existing partners and many new partners to Gorton including VOCAL, Sky media and Department of Levelling-Up investment.



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JOB DESCRIPTION AND PERSON SPECIFICATION

Key accountabilities

The role will be responsible for:

1. Opening and closing the building according to the established procedure.
2. Setting the building up for the day including stocking kitchens and toilets with supplies and preparing rooms for hire (moving furniture, setting up IT equipment and preparing refreshments).
3. Light housekeeping duties before and after room hire such as vacuuming, wiping down services, sweeping.
4. Carrying out health, safety and compliance checks according to established procedure.
5. Undertaking fire warden duties (training provided).
6. Accepting deliveries, unpacking and storing items.
7. Checking centre stock items (sundries, refreshments, cleaning products) and requesting orders using the established ordering procedure.
8. Handling venue hire enquiries (in person, email or over the phone), scheduling bookings and sharing invoicing information with finance colleagues in a timely fashion.
9. Provide a welcoming and inclusive reception service, providing information about activities, signposting and referring to services.
10. Handling incoming enquiries (in person, email or over the phone) in a courteous and polite manner.
11. Day to day supervision of reception and community grocer volunteers to deliver a welcoming and inclusive offer.
12. Supervise the running of the Gorton Central Community Grocers (affordable food project), working collaboratively with volunteers to ensure the afternoon runs smoothly.
13. An active member of the Services and Management Team.
14. Undertake other duties as required to meet the organisational needs.

For this post, successful candidates will need to demonstrate their skills and experience of the following criteria.

Essential criteria

1. Experience of a facilities/reception role in a busy environment.
2. Able to set up rooms for hire (move furniture, set up basic IT equipment, prepare refreshments) and carry out light housekeeping (vacuuming, wiping down tables, washing up).

Along with:

- 3 Friendly, professional and approachable attitude, able to work well with diverse groups of people.
4. Can-do attitude, excellent work ethic with the willingness to work flexibly and responsively to meet the needs of the organisation.
5. Good knowledge of IT packages including Microsoft Office, databases, email and social-media.
6. All applicants must have entitlement to work in the UK at the point of the role commencing.

Selection Process

- Check that you meet the essential criteria as specified above.
- Apply using our 'quick apply' form answering 3 questions: <https://forms.office.com/e/H74ggAh3TD>
- Successful candidates will be invited to an interview and centre tour on September 25th 2025 at Gorton Central, Highmead Street, Gorton, M18 8PE (in-person only).
- You will be asked to bring your CV to the interview, where you will have time to tell us about yourself and your experience. The interview questions will be provided to you in advance.
- For an informal chat contact Kate at Kate@hmhc.co.uk

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