



Charity no. 304343

North Oxford Association, Diamond Place, off Marston Ferry Road, Summertown, Oxford, OX2 7DP

Tel: 01865 552295
www.northoxfordassociation.org.uk

On-call Duty Officer Job Description

The North Oxford Association is looking for an out of hours On-call Duty Officer to join our small team to assist in the running of the centre primarily evenings and weekends, this part time role would be ideal for someone looking for a few hours of work to go alongside other commitments. **Applicants must live within a one and a half mile radius of the centre.**

The role requires you to be on-call evenings and weekends. Very occasionally you will need to attend the North Oxford Association centre to provide access to hirers, ensure that the centre is safe and welcoming, ensure that the centre is left in a good condition by hirers and identify and report any damage caused.

The post pays the equivalent of the Oxford living wage of £14.06 per hour (from April 2026) ie £2,500 per annum for approximately 2.5 hours a week.

To apply please email noatrustee@gmail.com

Key Tasks

- Be available to receive emergency, out of hour calls or messages.
- Very occasionally lock and unlock the North Oxford Association Centre for hirers at the weekend · Welcome hirers and familiarise them with the centre and its facilities
- Ensure that lighting, heating and kitchen equipment are in working order for hirers
- When necessary, move furniture and equipment
- Check fire doors and corridors are unobstructed
- Be able to attend the community centre as a key holder in emergencies
- Be aware of the Centres health and safety and safeguarding policies and ensure hirers follow them

Essential / Desirable Skills

- · Live within a 1.5 mile radius of the centre
- · Reliability
- · Key holding experience
- · Friendly demeanour
- · Eye for details
- · Experience of adhering to health and safety policy