



Join Our Team

Help us build something that Hill Head and Stubbington can be proud of

An Exciting Time to Join Us

Crofton Community Centre is preparing for an exciting new chapter. Following real conversations with residents and hirers, we're embarking on a period of genuine transformation – rethinking how the centre works, what it offers, and how it connects with the communities it serves.

We want to create something that people in Hill Head and Stubbington truly value: a centre that is welcoming to everyone, responsive to what the community needs, and a place where people want to come. That ambition requires the right people behind it – and right now, we're building that team.

Whether you're an experienced professional looking for a role with real purpose, someone returning to work after a break, or a person who has always wanted to contribute to your local community in a meaningful way – we'd love to hear from you.

Our Current Vacancies

We are currently recruiting for four roles, each of which plays a distinct and important part in the centre's future. Together, they represent a once-in-a-generation opportunity to help shape what Crofton Community Hub becomes:

- Site Supervisor – keeping the building safe, compliant, and ready for community use
- Bookings Administrator – managing our bookings, hirers, and income from end to end
- Facilities Attendant – maintaining a clean, welcoming environment during our busy evening programme
- Community Engagement Worker – listening to the community, building relationships, and developing new activities and initiatives

Full details of each role, including responsibilities, salary, and how to apply, are set out in the individual job listings below.

Who We're Looking For

We're looking for people who share our commitment to community – but we're not looking for a perfect CV. We genuinely welcome applications from people at different stages of their careers, from a wide range of backgrounds, and with different kinds of experience.



We know that imposter syndrome is real. If you read one of our job descriptions and feel you tick most but not all of the boxes, please don't let that put you off. What matters to us is your enthusiasm for the work, your values, and your potential to grow. For some of our roles, we are actively offering a supported development pathway – a structured programme of training and mentoring for the right candidate who may not yet have every qualification or skill but has the drive and commitment to develop them.

We are an inclusive employer. We actively welcome applications from people of all backgrounds, identities, and experiences, and we are committed to making our recruitment process as accessible as possible.

What We Offer

We're a small charity, and we want to be honest about that. We can't compete with large employers on every front – but what we can offer is something many larger organisations can't: work that genuinely matters in a community that will feel the difference, with a team that cares about getting it right.

All roles include:

- 25 days annual leave per year plus bank holidays (pro rata for part-time roles) – giving you a full time equivalent of 33 days total
- Enrolment into the NEST pension scheme, with employer contributions in line with statutory requirements
- Full training provided for all roles, including health & safety, safeguarding, and any role-specific systems or processes
- Supported professional development – we are committed to investing in the people who join us, and will work with you to identify relevant training and qualifications over time
- A small, friendly, and genuinely supportive team where your contribution will be seen, valued, and recognised
- The opportunity to be part of something meaningful at a pivotal moment in the Community Centre's story

Salary details for each role are set out in the individual job listings, including both the actual salary and the full-time equivalent where applicable.



Our Approach to Recruitment

We try to make our recruitment process as straightforward and human as possible. Our application forms ask you to tell us about yourself and your experience in your own words – you don't need a polished CV to apply, and we'll assess everyone on the same criteria.

We review applications as they arrive and will be in touch before the closing date if we'd like to take your application further. Interviews for all roles are planned for Wednesday 8th April 2026. If you are a strong candidate who is genuinely unable to attend on that date, please let us know – we may be able to make alternative arrangements in some circumstances.

If you have any accessibility requirements at any stage of the process – whether that's the format of our application form, the interview environment, or anything else – please email us at jobs@croftoncommunity.co.uk and we will do everything we can to support you.

Key Dates

Application closing date: Midnight, Monday 6th April 2026

Interviews: Wednesday 8th April 2026

Questions and accessibility requests: jobs@croftoncommunity.co.uk

We encourage early applications. We'll be reviewing as they arrive and may be in touch before the deadline closes.