

**Due to the retirement of our Administrator in December 2025, Sixty Plus is seeking a dedicated and enthusiastic person to take over this position:**

Post title : **Lunch Club Administrator**

Starting salary : £14.00 per hour

Hours : 18 hours a week to be worked over Tuesday, Wednesday , Thursday .

Start time - 08.30 am

Responsible to : Executive Committee and Trustees of Sixty Plus (Potters Bar & South Mimms )

Responsible for : Senior Cook and Volunteers

**Requirements :**

Undertake Satisfactory Enhanced Disclosure and Barring check (DBS) prior to employment.

**Responsibilities :**

Day to day operations of the charity including;

Ensuring a positive, friendly, welcoming and inclusive environment for all diners

Collaborate with other local organisations to promote the lunch club to reach new customers and build strong local networks

Take all new referrals via phone, email or in person and complete all relevant paperwork, ensuring diners meet our criteria for attendance

Arrange mini bus transport when required by clientele

Oversee daily activities of the lunch club and organise special outings or in house entertainment including the organisation of yearly trip to Clacton

Plan and organise guest speakers three or four times a year - to provide our diners with relevant helpful information and local support and signpost on as needed

Maintain accurate records of attendance and financial transactions on a daily basis

Manage and support volunteer admin assistant and undertake all customer lunch payments and records in their absence, along with driver and escort rotas and cover for holidays and sickness absence

Recruit and manage volunteers , conduct enhanced safeguarding DBS checks in line with Hertfordshire County Council Safeguarding Procedures for all our volunteer drivers, escorts , Admin Assistant and Cook .

Manage and support Senior Cook ensuring Health and Safety level 3 and all other relevant Health and safety training is up to date , coordinating with senior cook with regard to any specific dietary requirements of diners , any allergies and to monitor lunch club daily budget

Organise at least two fundraising quiz's per year , held on a Saturday evening as well as yearly staff party on a Saturday lunch time as a thank you to all volunteers

Work in partnership with Hertsmere Borough Council and Hertfordshire County Council and ensure agreement objectives are met and provide Hertsmere Borough Council with annual report and copy of annual audited accounts

Being the main contact with the Charity Commission and ensuring all administrative aspects related to Charity are kept up to date online .

File Accounts and Trustees Annual Report on time to Charity Commission once a year.

To ensure all Executive Committee Meetings and Annual General Meeting are organised in line with the Constitution.

Manage Charity bank account on a regular basis , paying invoices to suppliers and banking income once a month

Manage Quickfile bookkeeping and accounts platform

Manage petty cash system and record receipts as needed

Set up monthly salaries to paid employees

Organise, book and manage all hall bookings and raise invoices as required

Oversee compliance with MOT, tax , insurance and 12 week Mini Bus inspections in compliance with Section 19 permit.

Manage all administrative aspects of ensuring compliance with public liability insurance, data protection , phone and broadband contracts , cleaner , pension regulator

Make grant applications, work with Trustees to put in place all Policies and Procedures and ensure they are reviewed annually.

Foster good relationships with local Hertsmere Councillors nominated to the Charity as well as others.

Adhere to all Health and Safety requirements

**Person specification :**

Experience of working with older adults , knowledge of issues affecting older people and safeguarding

Ability to manage volunteers

Ability to keep clear and concise written records and reports

Ability to engage well with older people

Flexibility to adapt to the needs of the service and clients

Familiarity with relevant policies and procedures including safeguarding

Good administration skills – email literate , good written and verbal skills

Compassionate and friendly who can create a welcoming and inclusive environment for our older clientele

All interested candidates to submit their CV to ; [sixtypluscentre@gmail.com](mailto:sixtypluscentre@gmail.com)

Closing date : 14<sup>th</sup> October 2025