


<b>SUMMARY OF MAIN DUTIES</b>	<b>Lifewise Assistant Band B</b>	
<b>RESPONSIBLE TO:</b> Community Safety Manager		
<b>RESPONSIBLE FOR:</b>		
<b>SPECIFIC CONDITIONS OF SERVICE</b>		
<p>There are occasions where it will be necessary for some manual lifting to be performed. You must have the experience and ability to work in a small team, to short deadlines under pressure with ability to think quickly and respond positively in unexpected circumstances. Must be flexible, have a positive manner and be capable of representing South Yorkshire Police appropriately.</p> <p>On average, approximately 10% of the year will involve staying at work until 21:00. Must be fully trained First Aider and Fire Warden or willing to undergo training.</p>		
<b>SUMMARY OF MAIN DUTIES</b>	<b>FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.</b>	
<ul style="list-style-type: none"><li>• Set up and maintain both manual and electronic filing systems.</li><li>• Utilise Microsoft Office Applications to prepare reports, paper documents and other materials.</li><li>• Maintain the booking system of the Lifewise Centre.</li><li>• Deputise for the Lifewise Development Manager in their absence</li><li>• Ensure the centre is ready for visitors, meet and greet participants and visitors.</li><li>• Prepare information packs for the centre, maintaining stock of promotional material.</li><li>• Maintain the centres inventories and update bi-annually</li><li>• General administration duties for the centre.</li><li>• Answer and deal with telephone enquiries as appropriate.</li><li>• Liase with Police Districts and Departments, agencies, organisations and private sector companies as appropriate.</li><li>• Assist with promoting and marketing the Lifewise Centre and planned events.</li><li>• Undertake other duties commensurate with the grade of the post as may arise.</li><li>• Provide information/advice in relation to Health &amp; Safety</li></ul>		