

Recruitment

Position: **Assistant Centre/Project Officer**

About ICA

Established in 1986, Islington Chinese Association (ICA) is a leading London-Based Chinese Charity Organisation, promoting social cohesion across the UK. We provide wellbeing, cultural and social activities to all races and ages.

KEY RESPONSIBILITIES

- Assist Centre Manager to plan, organize and record Centre's activities, classes
- Front Desk work and Logistics
- Membership maintenance
- Maintain and promote website and social media

PERSON SPECIFICATION

Essential:

- A good team player with positive attitude, good interpersonal relationship
- IT competent and proficiency in MS Office (Word, PowerPoint, Excel), Google Workplace, social media, Canvas, online meeting and content management applications
- Flexible and willing to work in unsociable hours for Centre's activities
- Multi-Tasking and be able to manage busy workload and meet deadline
- Fluent in written English and Chinese, and spoken English, Cantonese and Mandarin

Desirable:

- Degree or equivalent academic qualification
- Able to produce succinct correspondence and report
- Good numeracy skills and highly organised to keep daily transaction and activity records
- Flexible (may need to work occasionally in "unsociable hours" for Centre's activities)

Contract: **Permanent Part-time (3 days a week)**

Salary: **£15,015 per annum**

Other Benefit: **Pension Scheme**

Holiday: **17 days annually**

Location: Islington Chinese Association, 21 Hatchard Road, London N19 4NG

If you are interested, please send your CV with a covering letter to vicechair@islingtonchinese.com

Shortlisted candidates will be invited to attend a physical interview and a written test at ICA

Closing date for application: 30 Nov 2024