

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 Operation Team Manager to plan and carry out Centre's activities such as routine services, regular classes, festive events and also ad hoc events from preparing promotion materials, handling recruitment, liaising with tutors and providing supports in the activities
- Manage front desk – handling cash & credit payment and record, taking booking and keeping accurate attendance record for the event and activities
- Keep logistics support to the office
- Maintain webpage and social media pages for Centre's activities
- Assist membership program by updating membership records, preparing membership cards and organizing membership activities
- Assist to maintain an effective filing system for the Centre Officer Work closely with the staff team in handling telephone and face-to-face enquiries
- Undertake any other duties as directed by the Supervisor

PERSON SPECIFICATION

Essential:

- Fluent in written English and Chinese, and spoken English, Cantonese and Mandarin
- Excellent verbal and written communication skills, able to produce succinct correspondence and reports
- A good team player with positive attitude, good interpersonal and problem-solving skills
- Excellent time management; ability to multi-task to manage a busy workload daily and meet deadlines
- IT competent and proficiency in MS Office (Word, PowerPoint, Excel), Google Workplace, social media, Canvas, online meeting and content management applications (E.g. WordPress)

- Good numeracy skills and highly organised to keep daily transaction and activity records,
- Flexible (may need to work occasionally in “unsocial hours” for Centre 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 tszho.auyeung@islingtonchinese.com .

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

Closing date for application: 13th June, 2025.