

## **St Peters Community Centre Manager Job Description**

**Post title:** Centre Manager

**Employed by:** Parochial Church Council of Preston Plucknett

**Accountable to:** St Peters Community Centre Management Committee

**Responsible for staff:** cleaning and caretaking staff and volunteers

**Hours:** 20 hrs a week, core hours of 9am-12 noon Monday-Thursday.

**Location:** St Peters Community Centre, Coronation Avenue, Yeovil BA21 3DY

**Salary** - £15,750 per annum

### **Job Purpose**

The post-holder will manage and oversee the operation of St Peters Community Centre. Working closely with the volunteer management committee the Centre Manager will ensure that the Centre is a vibrant, well-run facility for local residents and Centre users.

### **Main duties and responsibilities**

#### **1. Management of the Centre**

- Ensure the effective day to day running of the Centre for the benefit of the Westfield community and user groups.
- Ensure effective maintenance of the building - including building maintenance, cleaning, keyholders, and procurement.
- Be responsible for health and safety and security in the building
- Ensure the reception desk is attended as required to provide security and safety of the Centre.
- Ensure the Centre has up to date policies and procedures for using the Centre and taking responsibility to ensure that these are complied with.
- Manage storage space and equipment use within the building
- Liaise with all user groups and maintain the bookings diary and invoicing, working closely with the Centre treasurer and bookings administrator.

#### **2. Recruiting and Supporting Volunteers**

- Recruitment of new volunteers to work in the Centre. (Volunteers already carry out a number of roles in the Centre, and there is potential to expand this. )
- Management of paid staff and volunteers.
- Ensure all paid staff and volunteers are appropriately and regularly trained to carry out their role.

#### **3. Engaging with the Community**

- Liaising with the main Centre partners on the management committee (St Peters Church, Westfield Community Association, Abri Housing) to develop the work of the Centre
- Regular communication to the Westfield neighbourhood about the Centre, what is on offer, and how they can access it.

- Develop our website, Facebook and social media presence
- Work with other providers in the local area who can help us deliver the Centre vision
- Build relationships with user groups, and provide support for potential new users from the local community. Increase user group and resident involvement in Centre management.

#### **4. Ongoing Projects**

- Support local youth providers in delivering regular youth activities from the Centre.
- Develop our response to food poverty in the area: we have an embryonic 'community pantry' and have recently received grant funding to support food resilience in the community. There is still a lot of work to do in this area.
- Co-ordinate the delivery of a community car park on a nearby piece of land which we have leased.

#### **Centre Manager Person Specification**

The post holder will need to be self-reliant, energetic and able to prioritise activities. The post holder will also need a commitment to helping members of the community get involved as volunteers to help them manage tasks and activities at the Centre.

#### **Essential Experience**

- Experience of managing services or buildings, including Health and safety policies and procedures.
- Experience in staff, team and volunteer management
- Experience of working in partnership, ideally within a community setting.

#### **Essential Skills, Abilities and Attributes**

- Able to work as part of a wider local team of trustees managing the community building and its services
- Confident, willing and able to work on own initiative
- Able to set up and maintain operating systems and filing systems
- A commitment to community run services and to providing equality of opportunity
- Excellent communication skills – both written and verbal
- Able to work flexible hours – prioritising needs of centre management
- Cheerful, approachable, with a can-do attitude.

#### **Education and Training**

- Computer literate with proficiency in Microsoft word and excel, and ability to use Facebook and oversee website development
- Willing to engage in extra training to enhance skills and capacity as centre manager.

#### **Desirable skills and experience**

- A track record of developing projects to meet social need
- Experience of working with voluntary sector and statutory partners
- Experience of fundraising and bid writing.

### **Terms and Conditions**

- Salary £15,750 per annum, for a 20 hour week, reviewed annually.
- Core working hours are 9-12 Mon – Thurs, with occasional evening and weekend working by agreement with the Centre’s management
- Based in the Community Centre, Coronation Ave Yeovil.
- Occasional additional hours for which Time Off in Lieu may be taken
- Holiday 30 days per annum including bank holidays
- Probationary period of 6 months (to include 3 month formal review)
- Notice period after confirmation of post 2 months.
- The post is subject to DBS and Safeguarding clearance.
- Meeting with the Centre management committee every 6-8 weeks to report on the work of the Centre, set priorities, and take strategic decisions together.

**Application:** please complete the attached application form and return it by 31<sup>st</sup> May deadline. If shortlisted, you will be called for interview on 15<sup>th</sup>/16<sup>th</sup> June, during which you will be asked to give a short presentation.