

## **Job description**

<b>Post of:</b>	Centre Manager
<b>Responsible to:</b>	Chair of the Management Committee
<b>Salary Scale:</b>	£29,245 per annum
<b>Hours of work:</b>	37 hours per week including unsocial hours/weekends

### **Duties:**

1. To act as officer-in-charge on a day-to-day basis.
2. Reporting to the Chair of the Management Committee and the Management Committee as an entity.
3. Managing a staff team including the Centre Administrator, Finance Officer, Head of Childcare and other positions necessary.
4. Overall responsibility for all day-to-day activities of the Centre, and for introducing new activities and funding new sources of funding.
5. Overall responsibility for the building, its facilities, equipment, and security.
6. Overall financial responsibility on behalf of the Management Committee. In so doing working closely with the Treasurer.
7. Working closely with the Administrator and Finance Officer in his/her work in the day-to-day financial administration of the Centre.
8. Promoting equality of opportunity in each area of the Centre's activities.
9. Overall responsibility for the upholding of health & safety.
10. Representing the Centre positively in its relationship with the wider community, partners, funders, and other stakeholders.
11. Prime Safeguarding Officer for the Centre, upholding and maintaining appropriate safeguarding standards.
12. Being positive, sensitive, accepting, kind and welcoming to all new users. To embody the spirit of unity, embracing diversity, expanding the appeal of the Centre.

13. Carrying out role of running the Charity with due diligence as required under its constitution in accordance with the requirements of the Management Committee.
14. Be responsive to the wide variety of other duties as reasonably required as Manager.

**Main Performance Criteria:**

1. Maximising use of space for community activities which are of positive benefit to the users, their health and wellbeing.
2. Activities which promote equality & diversity, understanding & integration.
3. Increasing range of services and funds managed by the centre itself.
4. Staff and Volunteers are satisfied and appropriately supported in their roles.
5. Financial health of the Centre is maintained and improves year on year.
6. Safeguarding, Health & Safeguarding, confidentiality and security standards are upheld.
7. Satisfactory reporting to the Chair of the Management Committee and to the Management Committee as a whole.
8. Image and reputation of the Centre stands pre-eminent as a model of good practice.

**Key Qualities Required:**

1. Successful management or senior supervisory experience of at least three years.
2. Able to manage a multi-disciplinary organisation.
3. Able and willing to operate under the general direction of a Volunteer Chair and a Management Committee.
4. Excellent communicator – verbally and in writing.
5. Able and willing to work (i.e., receive and set) both ‘hard’ and ‘soft’ targets.
6. Organised, efficient, trustworthy, and reliable.
7. Strong ethical compass demonstrated by fair judgements and perspectives.
8. Demonstrably committed in all perspectives to the promotion and advancement of inclusiveness, diversity, and equality of opportunity.
9. Capable manager for safeguarding, health & safety at work, confidentiality.

10. IT competent.

11. Flexibility, determination, reliability, cheerfulness, and honesty.