

Job Title: Centre Manager - Contractor
Location: Hedgecock Community Centre
Employment Type: Contractor - Part-Time - Flexi Hours.
PRP (performance related pay)

Job Overview:

The Centre Manager plays a pivotal role in ensuring the seamless and efficient operation of the community centre. This position encompasses a wide range of responsibilities, including managing daily administrative tasks, providing support to the team, liaising with visitors and stakeholders, and fostering a welcoming atmosphere for the community. The ideal candidate will be organised, proactive, and possess exceptional communication skills. This role requires flexibility, as the Manager's responsibilities are not confined to specific periods or times.

Key Responsibilities:

1. Operational Management:

- a. Oversee the day-to-day operations of the community centre, ensuring all activities run smoothly.
- b. Maintain a clean, safe, and welcoming environment for all visitors.
- c. Develop and implement operational policies and procedures.
- d. Be the point of contact for external hirers
- e. Oversee the maintenance of the centre and ensure issues are addressed in a timely fashion.

2. Administrative Duties:

- a. Manage administrative tasks such as scheduling, record-keeping, and correspondence.
- b. Prepare and monitor budgets, ensuring financial resources are used efficiently.
- c. Handle procurement and inventory management of supplies and equipment.
- d. Prepare invoices for hirers and ensure timely payments are made
- e. Successfully prepare and apply for external grants.

3. Staff Supervision:

- a. Recruit, train, and supervise centre staff and volunteers.
- b. Provide ongoing support and professional development opportunities for the team.
- c. Conduct regular supervision and staff meetings to ensure effective communication and teamwork.

4. Community Engagement:

- a. Act as the primary point of contact for visitors, addressing inquiries and resolving issues.
- b. Foster strong relationships with community members, stakeholders, and partner organisations.

- c. Plan and coordinate events, programs, and activities that meet the needs and interests of the community.

5. Facility Maintenance:

- a. Ensure the centre is well-maintained, addressing any maintenance issues promptly.
- b. Coordinate with contractors and service providers for repairs and upgrades.
- c. Implement health and safety standards, ensuring compliance with regulations.

6. Strategic Planning:

- a. Develop and execute strategic plans to enhance the centre's services and outreach.
- b. Monitor and evaluate the effectiveness of programs and initiatives.
- c. Prepare reports and presentations for the board or governing body.

Qualifications:

- Proven experience in management, preferably in a community centre or similar setting.
- Strong organisational and multitasking abilities.
- Excellent interpersonal and communication skills.
- Ability to work flexible hours, including evenings and weekends.
- Proficiency in Microsoft Office Suite and other relevant software.
- First Aid and CPR certification (preferred).

Key Competencies:

- Leadership and team management.
- Problem-solving and decision-making.
- Financial acumen.
- Community-focused mindset.
- Adaptability and resilience.

Work Environment: The Community Centre Manager will work primarily within the community centre, with occasional off-site meetings and events. The role requires a flexible schedule to accommodate the needs of the community and centre operations.

Application Process: Interested candidates are invited to submit a CV and cover letter detailing their relevant experience and qualifications to info@hedgcockcentre.org.uk by

Note: This job description is intended to provide an overview of the responsibilities and requirements of the role and is not exhaustive. The Centre Manager may be required to perform other duties as needed to support the success of the community centre.