

@ The Edge
Community Centre Manager

Job Description

Post Title:	@ The Edge Community Centre Manager
Employed by:	Coopers Edge Trust (Contract managed via Coopers Edge School)
Accountable to:	Coopers Edge Trust Board of Trustees
Accountable for:	Line Management of Community Centre staff and volunteers, marketing, promotion and admin, management of premises and grounds duties relating to the work of the Coopers Edge Trust
Hours:	37 hours per week (flexi-hours but note - some evening and weekend work will be required depending on the needs of the Community Centre)
Location:	@ The Edge Community Centre, Typhoon Way, Brockworth Glos GL3 4BQ. Homeworking is available
Salary:	Grade G would be £ £18746 – 24174 (Pay award pending)

Job Purpose:

The Community Centre Manager (the Manager) will play a key role in ensuring the management and smooth running of the @ The Edge Community Centre (the Centre). An important aspect of the job is to develop the business, exploit the facilities available and identify new opportunities by means of effective marketing, networking and innovative solutions. Working closely with the Trustees, other staff and local statutory, voluntary and commercial sector organisations, the Manager will ensure the Centre is a vibrant, well managed facility that operates for the benefit of local residents and organisations within a sustainable framework.

The Manager will be given a high degree of autonomy and will be enthusiastic and self-motivated. Coopers Edge School, as line manager, will support and mentor the new Manager to aid them in achieving their full potential within the role.

Under the governance of the Trustees, the main duties and responsibilities of the Manager are to:

- Manage the Centre, its staff, volunteers and services, ensuring they are in accordance with the aims of The Coopers Edge Trust.
- Develop and implement procedures for the effective running of the Centre. (This includes staff and volunteer management, administration processes, management of health and safety, site management and general day-to-day management.)
- Provide the book-keeping function of the Centre including issue of invoices, reconciliation of bank accounts, and when necessary VAT returns.

- Set appropriate hire charges and terms and conditions of hire in consultation with the Trustees.
- Liaise with hirers and potential hirers and effectively manage the room booking system (Hallmaster).
- Manage, often by personally providing, open/lock up services to hirers as appropriate. (This will require out of hours' work, including weekends)
- Ensure the Centre has an up-to-date Hirers' Induction Pack and Procedures.
- Be responsible for health and safety in the building including, in conjunction with the Trustees, the review of policies and procedures as required.
- Effectively manage the building and grounds including cleaning, repairs, maintenance programmes and external service contracts.
- When appropriate to personally undertake general building and grounds maintenance.
- Promote the use of the Centre by maintaining and developing the Centre's website and social media pages, liaising with local media and reaching out to local businesses and organisations to maximise marketing opportunities and develop opportunities in line with The Coopers Edge Trust's aims.
- Implement and develop constructive working relationships with user groups, volunteers and community groups so as to generate ideas for community activities and enhance the services provided and to deliver improvements to the Centre.
- Develop these said services and facilities in an entrepreneurial manner.
- Investigate and apply for external funding.
- Chair a Community Centre Management Committee made up of, the Centre manager, the Café manager and regular hirers
- Attend all Trust meetings.
- Report key findings of the Community Centre Management Committee to Trustees.
- Prepare financial and premises reports for Trustees and statutory bodies when required.

Other related duties:

- The post holder will also undertake such additional duties as necessary in relation to the work of the community centre.

Person Specification

Essential	Desirable
<p>The Centre Manager will be able to demonstrate</p> <ul style="list-style-type: none"> • consent to an enhanced DBS disclosure • good understanding of safeguarding and its importance • ability to work evenings and weekends and attend the Centre at short notice • passion, enthusiasm and drive • a strong commitment to developing a sense of community • a thorough understanding of financial management • a professional attitude and approach to work with the skill to use their own initiative and to prioritise activities with self-reliance and sustained energy • excellent written and verbal communication skills to effectively engage with multiple stakeholders at different levels • ability to work collaboratively with the ability to develop and support all members of the team • excellent customer service skills • ability / willingness to undertake a range of activities including cleaning, general grounds and premises maintenance etc • computer literacy with a working knowledge of Word and Excel • an eagerness to undertake training if needed 	<p>The Centre Manager will be able to demonstrate</p> <ul style="list-style-type: none"> • education to at least A-level/level 3 or equivalent with a range of relevant qualifications • evidence of recent safeguarding training • effective book-keeping including experience of VAT returns • a working knowledge of Xero (or other similar accounting software) • a working knowledge of Hallmaster (or other similar booking system) • proven experience in either the voluntary/community sector, business, project management or marketing