

# Community Centre Manager

Scale 27 £24,174 pro rata

25 hours per week (to include some evening and weekend work)

## Job Purpose

To be responsible for the operational management of Brookside Central and support associated activity programmes.

## Key Skills

You will be able to demonstrate:

- Experience of working in a community centre
- Experience of supervising staff / volunteers
- Ability to work as part of a team
- That you are self-motivated and conscientious
- Experience of maintaining a calm professional attitude in challenging situations

## Desirable Skills

- Experience in marketing and promotion
- A proven ability to work with a variety of stakeholders and partners

## Major Tasks

- To be responsible for the day to day operation of the centre
- To prepare and present reports for the trustees of Brookside Central CIO
- To ensure all financial and administrative procedures are carried out correctly
- To deal courteously, efficiently and effectively with all customer needs, complaints accidents, incidents and defects as they arise and fully complete relevant monitoring forms
- To under take day to day supervision of the receptionist and cleaning caretaking staff and volunteers and support their development
- To plan work rotas to ensure the operational needs of the centre are met
- The post holder will ensure that facilities are of an acceptable standard of readiness and cleanliness and are fully operation and available for public use at all times to ensure a high standard of service delivery to customers
- Ensure that the equipment at the centre is fully operational at all times, identifying, reporting or arranging for repair as required
- Booking routine maintenance visits for contractors as requested and informing building users
- Maintain security arrangements for the centre throughout the opening hours and during locking up procedures
- Ensure compliance with all Health & Safety procedures
- Attend training courses, team briefs and general meetings as requested.
- To undertake any other tasks which may be required from time to time.
- Act as company secretary for Brookside CIO

## Key Relationships

- Brookside Central CIO Board of Trustees will oversee the strategic development of the centre
- Stirchley and Brookside Parish Council will hold the employment contract for the post holder and be responsible for their supervision
- The post holder will report to the CIO trustees and be supervised by the Deputy/Parish Clerk