



**Title:** Bolney Meadow Community Centre Manager (part-time)

**Location:** Bolney Meadow Community Centre

**Responsible to:** Management Committee

**Hours and Salary:** 25 hours / week; £26,000 pa (depending on experience).

**Contract:** 1-year fixed term

Customers and business:

- Establish and maintain excellent relationships with residents, visitors and those using the centre, consulting regularly with the users and wider community to respond to changing demands
- Identify potential businesses or organisations interested in using the Centre.

Activities and programmes:

- Develop, monitor and promote usage and activity programmes in liaison with the Management Committee
- Deliver enjoyable, cost-effective and safe activities
- Ensure all relevant Covid-19 precautions, guidance and/or requirements are followed
- Ensure appropriate risk assessments are done for activities
- Initiate activities and programmes and increase Centre usage while maintaining a balance between residents' wishes and business objectives
- Ensure compliance with all Health and Safety procedures and requirements, fixing or escalating issues as appropriate.
- Adhere to the Equality and Diversity Policy, operating procedures and customer service standards at all times
- Market activities or events as necessary
- Research and identify sources of funding for activities at the Centre and make applications to the relevant bodies

Fundraising:

- Research and identify sources of funding for activities at the Centre and make applications to the relevant bodies

Staff:

- Manage a small staff team: full-time caretaker and receptionist.

Volunteers:

- Initiate recruitment of volunteers for events and to help run activities, develop and administer a volunteer programme and manage accordingly.

### Administration:

- Write a monthly report for the Management Committee and attend monthly meetings as required
- Ensure the centre website is kept up to date, liaising with third party suppliers where necessary
- Monitor the Centre's email inbox
- Administer and control financial activities and booking payments, including deposits (and returns)
- Administer booking forms, proof of insurance, H&S etc.
- Work with the Centre accountant and Management Committee to monitor income, spending and budgets.
- Monitor and keep record of facility use and activities and ensure consistency and quality is maintained
- Collect and respond to post as necessary
- Respond to comments and complaints in a timely fashion (see policies)

### The Centre building:

- Oversee general building management including maintenance and repairs ensuring that any action required is taken promptly
- Run a cyclical maintenance programme with regular equipment checks
- Carry out internal stock takes as necessary, inventories of centre equipment, including games, IT equipment, consumables, etc.
- Ensure smooth operation of the facility on a day-to-day basis using current systems or amending where necessary
- Ensure that all contracts, licences and documentation required for the safe and effective operation of the Centre are in place, up to date and adhered to consistently
- Monitor cleanliness of centre and oversee the cleaning company as necessary
- Ensure timely opening and closing of the building by the caretaker
- Initiate / supervise purchase of additional furnishings for the building.

### **Personal Specifications:**

You will have practical experience and knowledge of the community and voluntary sector and a minimum of 3-5 years' experience managing a similar type of centre/project.

### **Essential Requirements**

- Must be approachable, enthusiastic and willing to work effectively, with a commitment to high standards
- Must be reliable and able to work unsupervised
- Must be able to manage a small staff team
- Must have good numerical skills
- Must be IT literate, adept in Word and Excel
- Have effective English language communication skills both verbal and written
- Be skilled at organising and prioritising work
- Must be honest, trustworthy and respectful with good time-keeping and attendance
- Demonstrable experience in marketing required
- Willing to be flexible with regards to time / scope and keep accurate record of hours worked
- Able to develop a good understanding of the local community and have knowledge of community development and ways of engaging the community

- Ability and experience in promoting good customer relations
- Awareness of safeguarding needs for children, volunteers or vulnerable adults

A Disclosure & Barring Service clearance will be required for this post.

- Have proof of right to work in the UK
- Have a UK bank account in your own name