

Community Centre Managers (Job Share Role)

Location: Aylesbury, Bucks

Category: Administrative/Managerial

Date Posted: 10th April 2017

Closing Date: 28th April 2017

Salary: £20,580-£23,124 Pro Rata

Grade: SG2 (Range 517-521)

Job Description:

We are looking for two people to Job-Share the role of Centre Manager for 20hrs per week & 18hrs per week including occasional evenings and weekends.

The Community Centre Managers will play key roles in ensuring the management and smooth running of Aylesbury Multicultural Community Centre. An important aspect of the job is to help develop the business, advertise the facilities available and identify new opportunities by means of effective marketing, networking and innovative solutions. Working closely with the Executive Committee, other staff, and local statutory, voluntary and commercial sector organisations. The Manager will work to ensure the Centre is a vibrant, well managed facility that operates for the benefit of residents and organisations within a sustainable framework.

Key responsibilities include:

- To manage the Centre and its staff in accordance with the parameters of and under the direction set by the Executive Committee.
- To develop and implement procedures for the effective management of the Centre's staff.
- To promote the use of the Centre by maintaining the Centre's website, maximise publicity opportunities and liaising with the local media.
- To develop close working relationships with local partners, particularly Aylesbury Vale District Council, with whom we currently have a Service level Agreement in place and to seek compatibility of activities and delivery of innovative joint ventures.
- To encourage local services and activities to be run from the Centre; open days, social events, public meetings, advice services and annual general meetings.
- To develop the services and facilities of the Centre in an entrepreneurial manner.
- To set appropriate hire charges and terms and conditions of hire in consultation with the Executive Committee.
- To develop a User Induction Pack and procedures for using the Centre.
- To investigate and apply for external funding.
- To maintain an overview of the financial position of the Centre, providing reports to members and statutory bodies when required, with the use of the Cen-

tre's computerised accounting system, which is operated on a day to day basis.

- To liaise with all staff and users to ensure the smooth running of the Centre and its activities.
- To ensure, in conjunction with the caretaker, that the building is suitably maintained through the day to day repairs, maintenance programmes and external service contracts.
- To be responsible for health and safety in the building including, in conjunction with the Executive Committee, the review and updating of policies and procedures.
- To develop and implement good working relationships with user groups and volunteers and to deliver improvements to the Centre.
- To ensure that services provided by hirers are compatible with the terms of their hire.
- To prepare reports for and attend all Community Centre Executive and Annual General meetings.

Key Competencies:

You will be asked to supply evidence of meeting these competencies when you apply.

- Collaborating and partnership working: **Core**
- Managing a quality service
- Delivering at pace
- Understanding of financial budgets: **Core**
- Making effective decisions
- Changing and improving
- Seeing the big picture
- Leading and Communicating: **Core**

Desirable:

- A strong commitment to community-based services
- Able to work occasional evenings and weekends; attend the Centre at short notice

Minimum Criteria:

- Educated to at least A-level/level 3 or equivalent with a range of relevant qualifications
- Excellent IT Skills in Microsoft Windows Environment, and preferably finance software, although training in this area will be provided if required

- Proven experience in either the voluntary/community sector, business, project management or marketing
- Able to manage the delivery of multiple activities in parallel, identifying and resolving potential delivery conflicts in advance
- Excellent oral and written communication skills with the ability to communicate at a variety of levels
- Experience of working in a team.

Things you need to know

Security

- If you are a successful candidate you will be expected to undertake Basic Checks (enhanced DBS disclosure).

Selection process details

- Successful candidates will be shortlisted on the 1st May and be invited to attend interview. Please let us know of any dates in May that are not convenient.

Reserved status

- This is a Non Reserved post and is therefore open to UK, British Commonwealth and European Economic Area (EEA) Nationals and certain non-EEA members

Working for the Multicultural Centre

- The Multicultural Centre embraces diversity and promotes equality of opportunity. We will not tolerate any form of discrimination.

Apply and further information

A covering letter is mandatory. Please tell us why your abilities and experiences, incorporating the key core competencies, are best suited to the position in no more than 1500 words and enclose your CV. Please email it to susanmorganlibdem@hotmail.com by 9am on 28th April 2017.