Central Swindon North Parish Offices, Pinetrees Community Centre, The Circle, SWINDON SN2 1QR Version 1 ACR 11/07/17

Telephone: 01793 466499

# Job Description – Community Assets Manager FIXED TERM

## Overview

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| Job title: | **Community Assets Manager**  **FIXED TERM 12 Months** | Pay band:  NALC | **LC2**  **(SCP 26-29)** |
| Reports to: | **Parish Manager** | Hours: | **37 Hours** |
| Location: | **Based at Pinetrees Community Centre with travel expected to other Parish Council assets** | Salary 2017/18 | **£23,398-£25,951** |
| Other benefits: | **LGP Scheme & Holiday Entitlement**  **28 Days per Annum plus Statutory Holidays (England & Wales)** | FTE: | **1 FTE** |
| Other Requirements | **Out of Hours Standby Duties required.**  **£12 per 24hrs** | Direct Reports | **2-3** |

## Job purpose

## The post-holder will play a key role in ensuring the management and smooth running of the Parishes Community Centres. Managing the directly controlled assets and working closely with our volunteer committees, the Centre Manager will ensure that our Community Centres are a vibrant, well-run managed facility for local residents, tenants, those booking Centre space and other centre users and that it works to help achieve local residents needs within the Parish.

To work in conjunction with the Parish Manager, Councillors and other Parish Staff to enable the Council to meet its objectives established for the benefit of residents and businesses in Central North Parish.

In all matters relating to the Parish Community assets to interface directly with members of the public and to act on behalf of the Council when dealing with other organisations, members of the public and contractors.

### Specific responsibilities

• To manage the directly managed facilities staff (cleaning & caretaking) and volunteers

• Ensuring the effective day to day running of the Centre for the benefit of the Parish Council, tenants and other users of the building.

• Ensuring effective maintenance of the building - including building maintenance and improvement programmes, supervising contactors and others regarding work in the building(s)

• Responsibility for health and safety and security in the building(s).

• Ensuring the Centre has an up to date policies and procedures for using the Centre and taking responsibility to ensure that these are complied with.

• Managing storage space and equipment use within the building

• Overall responsibility for securing bookings and subsequently increasing bookings and thereby developing relationships between those using the parish centres.

• Developing/marketing local services and activities to be run from the centre, including conferences, open days, ad hoc social events

• To be responsible for all bookings, cash income and reconciliation as well as preparing income and expenditure reports as required by the Parish Manager or Councillors.

• Issue of purchase orders, completion of reports/returns to statutory bodies and funders and compilation of grant applications.

### Working conditions

The work is operational. It will be shift work with an equal mix of office and operational. This role will involve an amount of driving and outdoors liaison work, together with facilitation at Parish Council venues and events. This work may involve physical activity, working at height and the wearing of protective clothing to avoid dust, dirt, grease etc.

### Physical requirements

Overnight cover for emergencies is required between 11pm-7am. The job is not specifically physically demanding but may involve lifting, carrying and working at heights of up to 3.5m from the floor level both internally and externally.

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| Approved by: |  |
| Date approved: |  |
| Reviewed: | 25 July 2017 |
| Next Review: | *This job description should be reviewed annually and updated as necessary.* |