Central Swindon North Parish Offices, Pinetrees Community Centre, The Circle, SWINDON SN2 1QR Version 1 ACR 20/07/17

Telephone: 01793 466499

# Job Description – Community Centre Manager

## Overview

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| Job title: | **Community Centre Manager** | Pay band:  NALC | **LC1**  **(SCP18-22)** |
| Reports to: | **Parish Manager** | Hours: | **37 Hours** |
| Location: | **Pinetrees Community Centre** | Salary 2017/18 | **£18,070-£20,661** |
|  |  | Standby Allowance | **£12 per 24hrs** |
| Other benefits: | **LGS Scheme & Holiday Entitlement**  **28 Days per Annum plus Statutory Holidays (England & Wales)** | FTE: | **1 FTE** |
| Other Requirements | **Out of Hours Standby Duties required** | Direct Reports | **2-3** |

## Job purpose

The Community Centre Manager will play a key role in ensuring the management and smooth running of the Pinetrees Community Centre. Your responsibilities will be primarily front line and focused on delivering a pleasant experience for our centre users.

An important aspect of the role is to develop the Centre, expand the facilities available and identify new opportunities by means of effective planning, marketing, networking and innovative solutions. Working closely with the Parish Manager, Councillors and local statutory, voluntary and commercial sector organisations, the Community Centre Manager will work to ensure the Centre is a vibrant, well managed facility that operates for the benefit of parishioners and organisations within a sustainable framework.

### Specific responsibilities

**The main duties and responsibilities of the Manager are**:

• The Centre Manager will be responsible for the day to day running of the Community

Centre and all sub groups and our tenants.

• To develop and/or update and implement policies & procedures for the effective management of the Centre.

• To promote the use of the Centre by, amongst other things, maintain the centres social media account, maximise publicity opportunities and liaising with the local media and Parish.

• To encourage local services and activities to be run from the Centre, for example open days, social events, SBC/Parish public meetings, lunch clubs and meetings.

• To ensure the Centre has an up to date User Induction Pack and procedures for using the Centre and ensuring its safety such as Fire Checks.

• To maintain an overview of the financial position of the Centre, providing reports to

Management Committee and statutory bodies when required. This will be achieved with the use of the Centre’s computerised booking system.

• To liaise with all staff and users to ensure the smooth running of the Centre and its activities.

• To ensure that the building is suitably maintained by following the day to day cleaning, repairs and maintenance programmes.

• To be responsible for health and safety in the building including the review and updating of policies and procedures including COSHH.

• To develop and implement constructive working relationships with user groups and volunteers so as to enhance the services provided and to deliver improvements to the

Centre.

### Working conditions

The work is operational. It will be shift work with an equal mix of office and operational. This role includes cleaning and other 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: | 20 July 2017 |
| Next Review: | *This job description should be reviewed annually and updated as necessary.* |