

Job Description

Job Title:	Community Centre Manager (Part time)
Hours:	20 Core Hours per Week
Rate of Pay:	£15 per hour
Annual Leave:	14 days plus 8 public holidays
Location:	North Lochs Community Centre
Flexible Working:	Flexible working hours, with core work patterns agreed in advance with Manager, depending on operational requirements of the Association. This post includes evening and weekend work. The Association fully support the principles of the Working Time Regulations in relation to rest breaks, maximum working time, annual leave and health and safety checks,
Reporting to:	Chair, North Lochs Community Association (NLCA)

Background:

We seek a Community Centre Manager to build on the success of the hall activities. The post holder will support NLCA to develop community capacity to supervise, coordinate, develop and initiate activities within the North Lochs Community Centre. You will work with partners, volunteers and the wider community to develop the Hall as a vibrant Community Centre.

The post holder will work with the committee and local community to ensure the uses its resources efficiently and works towards financial sustainability.

Key Duties

The main aim of this role is to allow North Lochs Community Centre to sustain and grow our community and commercial offering. The key duties include:

- Develop, organise and hold community activities for all ages;
- Provide effective marketing and promotion of North Lochs Community Centre facilities and undertake outreach work to encourage more people to participate in activities in the Centre;
- Manage a booking calendar and act as a point of contact for the building if any group or individual wants to book a meeting room, hot desk facilities, or use the community space;
- Work with partners and local residents in North Lochs to assist with planned development of North Lochs Community Centre;
- Manage and organise building maintenance;
- Ensure all policies are in place and compliant;
- Manage and promote income-generating events;
- Process invoices for bookings and maintenance;
- Support volunteers and engage new volunteers through activities in the Centre;
- Manage and co-ordinate any other duties associated with North Lochs Community Centre, as required by NLCA.

Skills and Abilities

- Strong oral and written communication skills, particularly customer service skills.
- Self-motivated and proactive.
- Ability to manage own time effectively and prioritise.
- Strong team working capabilities.
- Excellent administration and IT skills including MS office packages.

Knowledge and Experience

This is a wide-ranging role; the following knowledge and experience would be **desirable**, but we **do not** expect a candidate to have all of these:

- Knowledge of venue and local area.
- Experience organising or managing events.
- Experience of community work.
- Experience with basic book-keeping.
- Experience working with, or managing volunteers.
- Experience or knowledge of managing facilities.