



Post Title: Centre Manager

Part-time - 24 hours per week. Some evenings and weekend work will be required.

Salary £27000 - £30000 pro-rata (based on 37½ hour week) depending on qualifications and experience.

The Charles Booth Centre is a local community centre for Thringstone, Whitwick and surrounding villages. It is a vibrant, welcoming and well-maintained building that offers high quality facilities. A wide range of community activities and services are delivered from the Centre and take place throughout the day, evenings and weekends. The centre has been recognised by the local authority as a Community Hub offering services during the pandemic.

The Charles Booth Centre strives to be first class in everything we do. We want people who are insightful and inspiring to be part of our team. To achieve our goal, we want to build our team with people who are passionate about delivering the highest possible level of performance in everything that they do - people who are open to ideas, to collaboration, to challenges and to new ways of thinking.

This post will be subject to an enhanced DBS disclosure

Accountable to: Board of Trustees

Location: Thringstone House, The Green, Thringstone, Leicestershire, LE67 8NR

Responsibilities

The Centre Manager will play a key role in ensuring the management and smooth running of the Community Centre. Working closely with the Trustees and staff, the Centre Manager will ensure that the Centre is a vibrant, organised facility that operates for the benefit of local residents and organisations.

The Centre Manager will need to be self-reliant, energetic, able to use their own initiative and to prioritise activities. The success of the Centre will depend heavily on their organisational skills and their ability to communicate effectively with all members of the community including colleagues, members of the public, user groups and Trustees.

The Centre Manager will be given a high degree of autonomy, will be self-motivated and will carry out the role with the support of the Trustees as line managers and for policy direction.

The duties of the fall under 3 main areas:

Building management

- To manage the day-to-day running of the centre, creating a welcome inclusive environment, and ensuring user groups and private hire users all understand the ethos of the Centre.
- To ensure that the building is suitably maintained through day-to-day repairs, maintenance programmes and external service contracts and to ensure regular checks e.g. fire alarm, asbestos, hot water are carried in accordance with regulations and inspections.
- To be responsible for health and safety in the building, conduct risk assessments and make sure the building is safe and secure at all times, ensuring that minor defects are

Charles Booth Centre, Thringstone House, The Green, Thringstone, Leicestershire, LE67 8NR

Registered Charity Number 1166944



rectified, major ones reported to the Trustees for spending approval and all paperwork completed in a timely manner.

- To work with the Management Assistant to ensure the office is run in an efficient manner, with user group rental, staff payroll and invoices paid on time and paperwork completed for yearly returns to statutory bodies.
- To work with the Events Manager to ensure that the bar services provided are compatible with the terms of the Licence and the relevant laws and that stock is managed appropriately.

Personnel Management

- To line manage the Centre staff (currently Events Manager and Management Assistant) ensuring they are trained in relevant parts of their role. Conduct yearly appraisals with current staff, setting clear objectives and organise effective inductions for any new staff and maintain accurate personnel records.
- To maintain a good relationship with our contract cleaning company and ensure good communication about centre usage and events to allow efficient cleaning around our user group bookings.
- To maintain a co-operative relationship with volunteers from the local community.
- To liaise regularly with the Board of Trustees to update on centre usage and income, to discuss funding bids, major building projects and upcoming events.

External Relationship Management

- To further the charitable aims of the centre, promoting its activities, encouraging new user groups and actively seeking new opportunities to extend the centre's impact for the area of benefit.
- To promote the Centre in a positive light, maintaining the website and working with the Management Assistant to publicise events on our social media accounts.
- To develop close working relationships with local partners to seek compatibility of activities, delivery of innovative joint ventures and to unlock potential avenues of funding. This could include identifying appropriate grant funding for new projects.
- Other duties as necessary to fulfil the needs of the Centre.

Essential criteria

- Educated to at least A-level standard or equivalent with a good understanding of business management.
- A minimum of two years' proven experience in business or the charitable sector with previous experience of managing a team.
- Understanding of the charitable sector and relevant legislation and a strong commitment to community-based services.
- Computer literate with proficiency in use of standard computer packages including Microsoft Word, PowerPoint and Excel and standard social media platforms.
- Effective communication skills both written and oral.
- Enthusiastic and motivated approach.
- Patient and able to work collaboratively in an environment with people of all ages.
- Excellent organisational skills with ability to prioritise.
- Ability to use discretion and maintain confidentiality.

CHARLES BOOTH CENTRE



At the Heart of Our Community at the Heart of the National Forest

Registered Charity 1166944

- Must be able to demonstrate a flexible approach including working occasional evenings and weekends as necessary.

Other information

- Holiday entitlement is 21 days plus Bank Holidays
- There will be a three month probationary period
- Relevant training will be provided (internal and external as necessary)
- Statutory sick pay/statutory redundancy pay and notice period will apply
- A pension scheme is provided, details available on request
- Appointment will be subject to satisfactory references

Start date

Flexible but ideally early - mid July 2022

Application

Send your CV and cover letter to hello@charlesboothcentre.org.uk to arrive by 5pm, Fri 10th June 2022. Interviews will be held w/c 20th June.