

Job Title: Bushmead Community Hub Manager

Location: Bushmead, Luton

Salary: From £26,000 - £29,000 per annum depending experience

Job Type: Full-time, Permanent, 37 hours a week – will include some evenings and weekends

About Us:

Bushmead Community Hub is a charity run Community Centre in the heart of Bushmead, Luton in the Barnfield Ward. The charity was established in 2016 following the threat of closure under the local council. We are a vibrant charity dedicated to enhancing the well-being of our local community. Our community centre serves as a hub for various health, social, educational, cultural, and recreational activities that cater to individuals of all ages. We are looking for a passionate and experienced Community Centre Manager to lead our team and ensure the smooth operation of our centre.

Job Purpose:

As the Hub Manager, you will be responsible for the overall management, development, and delivery of services and activities at the centre. You will work closely with staff, Trustees and other volunteers, and community members to create a welcoming and inclusive environment. Your role will involve managing day-to-day operations, developing new initiatives, and ensuring that our services meet the needs of the community.

Key Responsibilities:

- Oversee the daily operations of the Bushmead Community Hub, ensuring a safe and welcoming environment for all visitors.
- Manage and support a team of staff and volunteers, providing leadership, motivation, and development opportunities.
- Manage the Hub's budget, ensuring efficient use of resources and identifying opportunities for fundraising and income generation in liaison with the Trustees.
- Develop and implement a diverse range of activities and services that meet the needs of the local community.
- Build and maintain strong relationships with community groups, local authorities, and other stakeholders.
- Monitor and evaluate the impact of services, making adjustments as necessary to meet community needs.
- Ensure compliance with all relevant health and safety regulations and safeguarding policies.
- Act as a key point of contact for the community, addressing any concerns or issues that arise.

Qualifications and Experience:

- Proven experience in a management role, preferably within the charity or community sector.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills, with the ability to engage with a diverse range of people.
- Experience in budget management and resource allocation.
- Knowledge of safeguarding and health and safety regulations.
- Ability to work independently and as part of a team.
- Passion for community work and a commitment to making a positive impact.

Benefits:

- Competitive salary with pension.
- Opportunities for flexible working.
- Opportunities for professional development and training.

- A supportive and inclusive working environment.
- The chance to make a real difference in the community.

How to Apply: To apply, please send your CV and a supporting statement of no more than 2000 words, outlining your experience and suitability for the role to manager@bushmeadhub.co.uk

The closing date for applications is Monday 9th September 2024.
 Interviews will take place on Tuesday 17th September 2024.

Join us and be a part of a team that is dedicated to creating a thriving community where everyone is welcome!

If you are interested in finding out more about the role we are offering the opportunity to meet a Trustee for an informal chat. We have bookable sessions on:

Thursday 29th August between 12pm and 4pm

Monday 2nd September between 9am and 12pm

Wednesday 4th September between 9am and 12pm

Please contact Helen on manager@bushmeadhub.co.uk to arrange a 40 minute informal meeting.

Bushmead Community Hub is an equal opportunity employer and encourages applications from all sections of the community.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) without which candidate would be rejected

Desirable (D) useful for choosing between two good candidates.

Please make sure, when completing your application, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Proven experience in a management role.	1, 2	Some experience of working with minority ethnic and disadvantaged groups.	1, 2
	Budget and resources allocation experience.	1, 2		1, 2
	Experience and proficiency of administrative duties, Including ICT skills such as Microsoft Packages.		Previous work in the charity sector or similar sectors.	

Skills/Abilities	Strong leadership and team management skills.	1, 2	Experience of writing business plans.	1,2
	Excellent communication and interpersonal skills.	1, 2	Experience of making funding applications	1,2
	Able to use own initiative within established procedures and guidelines.	1, 2	Experience in recruiting and training staff and/or volunteers.	1, 2
	Ability to monitor and evaluate programmes and data.	1, 2	Understanding of the GDPR and responsibilities surrounding this.	
	Able to write and deliver clear and concise reports.	1, 2		
	Good level of English and Mathematics.	1, 2		
Equality Issues	Have an understanding of the Equality Act 2010.	1, 2		
Safeguarding Issues	Have a good understanding of safeguarding children and vulnerable adults.	1,2	Have experience of being a designated Safeguarding lead or similar.	
Other Requirements	Flexible approach to working hours – may include some evenings and weekends.	1, 2		
	Must be able to lift and move centre equipment/furnishings e.g. mats, table and chairs.	1, 2		

(1 = application process 2 = Interview)