



Community Centre Manager – Living Space

Reports to:	Head of Operations
Responsible for:	Staff, Hirers, Contractors, Partners, Stakeholders
Position type:	Full time Permanent. 5 days including evenings and weekends
Salary:	£33,530 per year
Benefits:	Employee Assistance Program, Cycle to Work Scheme
Location:	Waterloo, London SE1
Application deadline:	Wednesday 4 th September 2024
Interviews:	Thursday 12 th September 2024 in London, SE1

Bankside Open Spaces Trust is an equal opportunity employer. We encourage applications from all individuals, regardless of race, social economic status, sex, disability, age, religion, sexual orientation, gender identity, or any other characteristic protected by law.

Applications: To apply, please Fill out our application form. CV's will NOT be accepted.

About the role:
Bankside Open Spaces Trust is looking to recruit a dynamic and organised Centre Manager with a passion for community and young people to lead and manage our operations, drive engagement, and foster a sense of belonging within the community.

This is an exciting and varied role working with an award winning environmental and community charity in Central London.

Role Overview:

This role is based at our Living Space Community Centre in Waterloo, SE1, which is a vibrant and inclusive centre dedicated to promoting free to access youth activities, it has 2 halls for hire and 5 small non-profit business offices upstairs. The Community Centre Manager will proactively take the lead working with staff, stakeholders, partners, hirers and the local community raising awareness of BOST's work, animating the centre, ensuring its sustainability. You will be responsible for various aspects of facilities management, health and safety, planning and delivering projects within the centre, managing a small team, financial management and planning.

Excellent communication skills are required in both written and verbal communication with a friendly and welcoming manner. You will need to be flexible in your working approach, working both independently and as part of a team to deliver the aims of the charity. This will include working evenings and occasional weekends.

About Bankside Open Spaces Trust:

Bankside Open Spaces Trust is an environmental and volunteering charity. We were launched in 2000 by a group of local people with an aim to improve the SE1 area, making it a greener, more beautiful place to live and work.

We manage and maintain open spaces, welcome volunteers from both the community and the corporate sector, run regular gardening groups, support park steering groups, organise and take part in public events and educational projects, and offer advice to others. We collaborate closely with local residents and businesses to champion green spaces.

Thousands of people enjoy our open spaces every day. Each of our sites is unique, with its own atmosphere, identity and sense of place. Our spaces include Red Cross Garden, Marlborough Sports Garden, Waterloo Millennium Green and Tate Community Garden. Our spaces have won more than 32 awards, including the UNESCO Man and Biosphere award, London in Bloom Champion of Champions and the MPGA London Spade for our community gardening partnerships.

None of our work would be possible without our incredible staff, volunteers and trustees. We are partnered with numerous community organisations, housing associations, educational and health organisations, landowners and funders who have worked with us over the years and their continued support is what makes Bankside Open Spaces Trust what it is today.

How to Apply:

For further information please download the Job description and Person Specification from:

www.bost/jobs

Apply here using our application form <https://forms.office.com/r/PzhZSWgMFJ>

and separate monitoring form <https://forms.office.com/r/YdP8hxd6fK>

We look forward to receiving your application to join our friendly team.

