



Exciting Leadership Opportunity!
Join Us as Centre Manager for
Warrington Deaf Centre - Lead with
Passion Alongside Our Dedicated
Board of Trustees. Apply Today and
Make a Difference!

Job Title: Centre Manager

About WDSDP

Warrington & District Society for Deaf People, established in 1885, has been dedicated to serving the needs of Deaf and hard-of-hearing individuals in Warrington and surrounding area. As a voluntary non-profit organisation, we depend on fundraising and donations to enrich the lives of the Deaf community. Our team of volunteers comprises both Deaf and hearing individuals who tirelessly work to support our charity.

As volunteer Trustees of this centre in Warrington, we form a highly committed group, supported by a dedicated team of loyal volunteers.

Recently, we have crafted a new, clear, and focused vision for both the present and future generations. Our objective is to enhance the health and well-being of every local D/deaf individual by offering tailored social, sports, support, and activities for all ages and abilities.

We are enthusiastic about initiating the development of a comprehensive 5-year strategy, and we look to you to lead and shape this exciting initiative.

Role Summary

Get set for something extraordinary with the Warrington Deaf Centre! We're on a mission to enhance the health and happiness of our local D/deaf community through engaging events, sports, and support tailored for all ages and abilities. Our 5-year plan is in the works, and we're on the lookout for someone like you to step up and lead the charge.

Picture this: you as the Centre Manager, steering the Warrington Deaf Centre toward its full potential. We're a united team of devoted volunteer Trustees, dedicated to maintaining a vibrant community focus with an emphasis on sustainability, inclusion, and equal opportunities.

But hold on, there's more to this than a job offer – it's a chance to be a pioneer, creating a genuine impact on the local D/deaf community. If you're up for the challenge, your role won't just involve day-to-day operations at Warrington Deaf Centre; you'll also be instrumental in increasing community involvement and securing funding from various sources.

Working hand in hand with our volunteer trustees, you'll ensure that our thriving centre becomes a lively hub for locals, all while adhering to the necessary guidelines.

Ready to seize this opportunity, be the first in this thrilling role, and truly make a difference? Join us on this journey where remarkable things await!

Key Responsibilities

1. Management of The Centre

- Undertake the day-to-day operations of the Centre to benefit the D/deaf community and user groups.
- Manage the building effectively, covering statutory inspections, maintenance, cleaning, keyholder coordination, and procurement.
- Establishing appropriate management systems to ensure smooth operation of the facilities on a day-to-day basis.
- Ensure health, safety, and security protocols are maintained.
- Host centre users and provide a welcoming experience to visitors.
- Manage storage space and equipment usage.
- Coordinate with user groups, overseeing the bookings diary, and handling invoicing in collaboration with the Treasurer.
- Ensure compliance with governance structures, regularly reviewing and updating policies and procedures.
- Provide bi-monthly progress and financial reports to the trustees.
- Administer and control the charity's financial activities.
- Execute projects, including budgeting, with support from Trustees.

Key Responsibilities

2. Generate Income for the charity

- Develop and implement strategies to generate and increase income for the charity.
- Market the facility to maximise rental revenue.
- Create and implement a funding plan, including grant applications and soliciting donations from individuals/organisations.
- Continuously research, compile, and submit applications for local and national funding.
- Monitoring and delivering agreed project outcomes/milestones and report regularly to funders/stakeholders, ensuring quality and impact is measured appropriately.

3. Recruiting and Supporting Staff and Volunteers

- Recruit and manage paid staff.
- Ensure appropriate training and support for paid staff in their personal development.
- Recruit new volunteers, expanding the roles fulfilled by volunteers.
- Establish a volunteer pathway, including the development of a volunteer database, training program, and support system.

Key Responsibilities

4. Engaging with the Community

- Collaborate with main charity partners, such as Warrington Borough Council.
- Cultivate relationships with new and existing user groups.
- Consulting regularly with Centre customers and the wider community and react to the diverse and changing needs of our users.
- Increase involvement of user groups and residents in the Centre.
- Initiating activities and programmes which promote the Centre.
- Regularly communicate with the D/deaf community, enhancing the website and social media presence for marketing purposes.
- Develop partnerships with other organisations to expand service delivery and activities.

Person Specification

The post holder will need to be self-reliant, energetic, and able to prioritise activities. They will also need to be committed to community engagement and delivering our strategy.

Essential Experience

- Understanding the needs, concerns of Deaf People
- Managing and developing staff and volunteers
- Event management and/or development of community activities
- Fundraising and creating funding bids and grant applications.
- Managing services or buildings, including health and safety policies and procedures.
- Policy development.
- Managing budgets.
- Managing funded projects.

Person Specification

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Essential Skills, Abilities and Attributes

- Minimum of BSL level 2 (or native BSL users)
- Awareness and passion for the Deaf community and Deaf culture
- Strategic thinker and successfully use their skills to transform strategic vision into reality.
- Ability to negotiate, influence and effect change and to develop working relationships with people from wide variety of backgrounds.
- Excellent communication and presentational skills.
- Excellent organisational skills, including the ability to prioritise competing demands and to work without close supervision.
- Committed to ensuring equality, diversity, and inclusion.
- Ability to work collaboratively and to work co-operatively with the Trustees and volunteers.
- Able to work flexibly including some evenings and weekends.
- Approachable with a 'can do' attitude.
- Ability to use social media – Facebook, Instagram, Snapchat etc and oversee the website development.
- Able to work flexibly with partners and potential stakeholders.

Person Specification

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Desirable Skills and Experience

- A track record of developing projects to meet social need.
- Experience of working with the voluntary sector and statutory partnership in a community organisation.
- Proven leadership role within the public, private or voluntary sector and / or a Deaf led organisation.
- Demonstrable ability to manage, promote and develop projects and partnerships.

About the Role

Salary: Starting at £35,000 per annum to £40,000 (depending on experience)

Reports to: WDSDP Secretary

Location: Warrington

Contract: 2 Year Fixed Term (with potential further extension or permanent position).

Hours: 35 hours a week (full-time), flexible working. Willingness to work evenings and weekends as required.

Holidays: 25 days a year, plus Bank Holidays

Pension: Contribution Pension Scheme

How to apply

If you are a dedicated professional with a passion for making a positive impact in the D/deaf community, we encourage you to apply. Please submit your CV and supporting statement (no more than 2 pages / BSL Video no more than 10 minutes) explaining why you believe you are the person for this role.

Warrington and District Society for Deaf People is an equal opportunity employer. We especially encourage candidates from with direct living experience of being a Deaf person / person living with hearing loss to apply for this role.

You should send your application to recruitment@wdsdp.co.uk

Closing Date: Friday 16th February 2024, 5pm.