



CENTRE MANAGER

JOB DESCRIPTION

Job Title: Community Centre Manager, Chinnor Village Centre

Hours: Flexible hours, up to 30 hours per week

Attendance at Trustee meetings, 1 evening per month will also be required. The postholder will also need to attend other occasional evening meetings such as Public Meetings and the Annual General Meeting.

Salary: £35,000 to £38,000 per year pro rata

Location: Chinnor Village Centre, High Street, Chinnor, OX39 4DH

Line Manager: Chair, Board of Trustees

Accountable to: Board of Trustees

JOB SUMMARY

Manage the daily operations of Chinnor Village Centre (CVC), ensuring a safe and welcoming environment. To provide leadership to the centre team, support to volunteers and the Board of Trustees.

Create a positive, forward-looking culture to promote CVC and its offer to the community. Proactively look and apply for fund raising opportunities to increase income, thus ensuring the future stability and resilience of CVC.

MAIN DUTIES

1. Operational management of CVC, ensuring the centre runs safely and efficiently on a day to day basis.
 - Oversee Health and Safety in the Centre, ensuring appropriate policies and checks are in place to meet compliance with Health and Safety legislation, liaising with our external health and safety advisors.
 - Ensure other relevant operational policies are in place, for example, safeguarding, GDPR, security and those relating to the services provided at the Centre.
 - Oversee a schedule of works to maintain the building, engaging contractors or organising volunteer help as appropriate.

- Lead the admin function of the Centre, reviewing office procedures to maximise efficiency and provide support across the Centre.
- Troubleshoot operational issues as they arise to ensure business continuity.
- Oversee the registers of CVC members and volunteers, working with the Office Administrator to ensure they are up to date.

2. Leadership and management of the staff team.

- Line manage employed staff, organising regular team meetings and one to ones.
- Implement annual job reviews.
- Liaising with our external HR advisors, ensure compliance with latest employment law and HR good practice: maintaining HR records and updating employee contracts and handbooks as required, ensuring DBS checks are in place for relevant staff members.
- Run recruitment for vacant positions and induction and probationary reviews for new members of staff.
- Oversee and monitor the performance of regular contractors who provide services for CVC, for example, bookkeeper, cleaners.

3. Financial management

Finance Reports, Processes and Procedures

- Oversee the daily, weekly and monthly finance processes and procedures of the Centre, supporting the Office Administrator as necessary.
- Produce weekly and monthly financial reports, working with the bookkeeper and Treasurer.
- Working with the Treasurer, prepare Annual Accounts for approval by the Board of Trustees and sign off by the CVC Accountant.
- Ensure financial policies are in place, adhered to and up to date.

Fundraising

- Keep abreast of fundraising opportunities, lead the submission of applications working with Trustees and funding bodies and track expenditure against grants made.
- Provide appropriate reports to funding bodies as required.

4. Provide Governance and Admin Support to the Board of Trustees including

- Keep Charity Commission information up to date and ensure compliance with registered Charity status.
- Working with the Chair, prepare agendas and papers for Trustee Board meetings. Attend Trustee Board meetings as required.
- Liaise with Trustees on their lead areas for example, Community Services, Volunteers, Fundraising.

This job description sets out the main duties of the job but the postholder may be expected to undertake other duties from time to time, in agreement with the Chair.

CENTRE MANAGER, CHINNOR VILLAGE CENTRE

PERSON SPECIFICATION

Attribute	Essential	Desirable
Knowledge, training and experience	<ul style="list-style-type: none"> • At least 4 years' experience at management level*, ideally in the charity or voluntary sector. • Knowledge of financial management – budget planning and monitoring. • Knowledge of project/service implementation. • Experience of business planning. • Experience of managing people. Track record of supporting and developing people. 	<ul style="list-style-type: none"> • Management qualification or equivalent • Evidence of managing change. • Knowledge of charity sector regulation and best practice.
Communication skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Networking and relationship support skills. • Ability to foster constructive working relationships at all levels. • Ability to set and deliver clear priorities whilst meeting multiple stakeholder expectations. • Excellent customer service skills. • Significant negotiating skills. 	<ul style="list-style-type: none"> • Excellent presentation skills. • Experience of partnership working and fostering good relationships in a community setting. • Experience of marketing and publicity including dealing with media.
Analytical and IT skills	<ul style="list-style-type: none"> • Able to work with complex information and translate it into action • Ability to establish data collection and analysis systems • Proficient in the use of Microsoft Office and advanced excel skills for analysis and costing • Computer literate and able to manage own IT needs 	
Personal Attributes	<ul style="list-style-type: none"> • Take responsibility and ownership for delivery • Proactive and a self-starter 	

Attribute	Essential	Desirable
	<ul style="list-style-type: none"> • Flexible, self-motivated, innovative team player • Self-aware and reflective • Develop a supportive, positive working culture • Balance perfection with the need to get things done • Able to work with uncertainty and still deliver • Excellent inter-personal skills and the ability to build relationships 	

*Although the post indicates a number of years' experience, this is to give candidates an idea of the level of skill and experience necessary for the post. Candidates who do not have the indicated number of years' experience will also be considered, provided they can demonstrate they have the relevant competencies and skills for the role.