



CENTRE MANAGER

Job Description

To ensure that the manner of service provision is one of genuine welcome and respect for the dignity of all who participate in the life of CIRDIC.

To manage the day-to-day running of the Centre with the help of the Centre Administrator. This will require ensuring adequate volunteer support for the services offered.

To be responsible for all administration and assist the Trustees in ensuring that sufficient funds are obtained for the running of Centre.

Principal Tasks

- To lead the team in bible reading and prayer each morning.
- To manage all paid staff and volunteers at the Centre.
- To ensure that there are sufficient volunteers to cover the service offered.
- To encourage suitable guests to become volunteers and subsequently to accept positions of responsibility within the organisation of CIRDIC.
- To hold meetings, no less than monthly, with the Centre Administrator and carry out formal performance appraisals on an annual basis.
- To set up and maintain administrative systems to ensure that all CIRDIC's policies and procedures are observed, keeping accurate records sufficient to comply with the requirements of statute and the Service Level Agreements with Reading BC.
- To ensure that no confidential information can be stolen or misused.
- To keep under review the nature and provision of services provided by the Centre and advise the Trustees where to introduce appropriate additional services.
- To take all reasonable steps to ensure the personal safety of all those working in/or visiting CIRDIC.
- To ensure that an annual Health & Safety audit is undertaken and that recommendations are implemented.
- To ensure that an Accident and an Incident book (Daily Diary) is kept on the premises and is used to record relevant details of any such events.

- To establish, develop, and maintain relationships with voluntary statutory bodies involved with the organisation and to be an advocate for the Centre, and its guests.
- To attend Transform Reading on a regular basis and other Christian networking events to promote the organisation and share needs and achievements.
- To be responsible for publicity and public relations.
- To ensure induction and arrange appropriate training and support for volunteers and any paid staff.
- To ensure that all paid staff have an up-to-date and appropriate DBS check.
- To assist in the development of guest participation at the Centre and in their personal and spiritual development.
- In collaboration with the Treasurer, to ensure the efficient use (in compliance with delegated authority) of financial resources.
- To support and facilitate fundraising.
- To provide a written report to the Trustees and attend their meetings (in a non-voting capacity) and any other meetings (day or evening) which the Trustees reasonably require.
- To liaise with Team Leaders and other volunteers to ensure that the necessary resources are available for the smooth running of the Centre.
- To report any issues with respect to the maintenance and upkeep of the Centre building to the Trustees
- To take all reasonable steps to prevent illegal activity on the premises (outside & inside the building), and to provide a safe environment for all.
- To assist all those who work at CIRDIC to discern the individual needs of our guests and to facilitate meetings with the appropriate agencies which can help them meet these needs.

Essential Skills and Qualifications

- **Committed Christian:** Strong Christian faith and values, with a desire to express the love of Christ to the most vulnerable in society.
- **Project Management Experience:** Proven track record of working or managing projects, ideally within the non-profit, public, or grant-funded sectors.
- **People Skills:** Able to show an understanding of the issues surrounding homelessness and drug addiction. Ability to communicate with and support the vulnerable in a Christ-like manner.
- **Project Skills:** Excellent planning abilities with the talent to balance multiple priorities under tight deadlines.
- **Communication & Relationship Building:** Strong verbal and written communication skills to motivate diverse teams and report to external stakeholders.
- **Data and Financial Literacy:** Comfortable tracking budgets, analyzing performance metrics, and writing impact reports.