



The Signal Box Community Centre
The Emerald Building
82 Glenalmond Ave
Cambridge CB2 8DB

Signalboxcb2@gmail.com

www.thesignalbox.org

Job title	Community Centre Manager, Signal Box, Cambridge
Salary	£13 per hour, £25,012 pro rata
Hours	18 hours per week
Reporting to	Chair of Trustees

Role Overview:

Although there is healthy commercial use of the centre, it is currently underused by the community. We are looking for the right person to help a much-needed community space flourish and grow.

We are seeking a friendly and organised Centre Manager to lead the Signal Box. You will be primarily responsible for overseeing the daily operations, but the role also involves developing our community engagement and growing the centre by exploring potential funding streams.

You will work with Signal Box customers, local organisations, volunteers and the community to enhance our offer and strengthen community networks.

The centre is at an exciting time in its journey, this post is a great opportunity for someone looking to gain experience in community work and help to shape a space with a great deal of potential.

About Us:

The Signal Box is a community hub located in the heart of Cambridge. We are dedicated to fostering a sense of community and promoting well-being. We provide a range of activities and services for all ages,

Our mission is to strengthen our diverse community by creating an inclusive space where everyone feels welcome.

Key Responsibilities

- Oversee the daily operations of the community centre, ensuring a safe and welcoming environment.
- Liaise with individuals and organisations who wish to hire or use the centre.
- Invoice hirers and manage bookings.
- Update social media and comms.
- Organise the biannual Signal Box's community events (summer kid's activities and Christmas party)
- Oversee the centre's cleaning team
- Ensure compliance with Fire and Health and Safety regulations and centre policies.
- Ensure prompt payment of utility bills.
- Promote the centre and actively build partnerships with other community organisations.
- Ensure relevant data is collected and accurately reported.
- Explore potential funding opportunities.



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Skills required	
Proven experience in community work, event planning, or a related field	Desirable
Ability to work under own initiative	Essential
Understanding of the community services and networks in Cambridge City	Desirable
Good customer service	Essential
Excellent organisational abilities	Essential
Knowledge of budgeting and financial management	Desirable
Interest in community development and an understanding of local issues - desirable	Desirable
Confident user of Microsoft 365 suite and experience with social media platforms, or willingness to undertake training.	Essential
Good in-person and written communication skills	Essential

Terms and Conditions

Location	The Signal Box Community Centre The Emerald Building 82 Glenalmond Ave Cambridge CB2 8DB
Working pattern	18 hours a week, preferably worked over three 6-hour days of your choosing. We are open to discussion of working patterns, and some hybrid working will be possible.
Hours of work	18 per week



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Length of appointment	Fixed term for one year
Probation period	6 months
Annual leave	13 days (pro rata 25 days + bank holidays)

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. We will ask to see original documents confirming your right to work in the UK.

This role requires a basic Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the completion of this check to the satisfaction of The Signal Box. Please note that past offending does not automatically exclude you from employment, each application is reviewed on a case-by-case basis

What can The Signal Box offer?

- **A supportive work environment** - You will receive a comprehensive induction and you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs. You will be expected to have developed the skills to fulfil all role requirements within this period. Appropriate objectives will be discussed, agreed and reviewed regularly with your Line Manager so that your performance can be measured against these.
- **Training**- We offer on-going training to support you in your role and help with your professional development.

Equality of Opportunity

We are committed to a proactive approach to equality and diversity, which includes supporting and encouraging all underrepresented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post.