

## JOIN OUR TEAM

### Centre Business Manager

**£30,559 - £33,366 per year dependent on experience (scale 18-23)**

An exciting opportunity has arisen for an experienced person to join Healthy Me Healthy Communities CiC. Following a successful asset transfer and a £1m investment, we have ambitious plans for Gorton Central, developing this much loved community asset into an exemplar community hub and our organisational HQ. The Centre Business Manager will lead the day to day operations at the Centre and the Centre staff team to drive forwards business growth and service impact.

Salary: £30, 559 - £33, 366 per year (scale 18-23) starting salary dependent on experience

Location: Based at Gorton Central, Gorton Community Centre, Manchester, M18 8PE

Position type: Permanent

Hours: 35 hours a week Monday - Friday which will include an earliest start time of 8.30am and a latest finish of 6pm. This is a centre based role and it may be possible to work from home 1 day a week, in agreement with the line manager.

Other details:

- 5% employer pension.
- 25 days holiday plus 8 statutory bank holidays rising 1 day per year to a maximum of 30 days.
- Plus 1 paid leave day for employee birthday and 1 paid wellbeing day accompanied by £100 wellbeing budget.
- Sick-pay is 4-weeks full pay, 4-weeks half-pay followed by statutory sick pay (subject to satisfactory probation period).
- Access to free, confidential 'Health Assured' employee assistance programme.
- We are members of the Greater Manchester Good Employment Charter and won the Best for Health and Wellbeing - SME in the 2024 Good Employment Awards. We were shortlisted for 'Best Small Business for Inclusion' in the 2025 Good Employment Awards.
- We hold the Association for Accredited Learning 'People, Culture and Wellbeing Quality Mark' demonstrating our commitment to promoting a healthy, wellbeing-focused culture and working environment.
- HMHC strives to be an equal opportunities employer and celebrates diversity. We particularly welcome applications from people with disabilities, Black, Asian or Minority Ethnic backgrounds, LGBTQIA and from different socio-economic and educational backgrounds.

Healthy Me Healthy Communities CiC

Gorton Central, Highmead Street, Gorton, Manchester M18 8PE

T: 0161 222 3633

E: [info@hmhc.co.uk](mailto:info@hmhc.co.uk)

[www.hmhc.co.uk](http://www.hmhc.co.uk)

## BACKGROUND

Healthy Me Healthy Communities is a not-for-profit social enterprise founded in 2012 making a positive difference to people's health, lives and local communities.

At Healthy Me Healthy Communities we believe in the power of people and place, working together to tackle today's societal challenges, alleviating the everyday struggle faced by many people, and meeting the ambitions of residents and communities. Often when organisations look to improve the lives of those affected by poverty, discrimination, and exclusion, they overlook local knowledge, skills and expertise. For over 10 years, HMHC has been developing neighbourhood approaches and developing multi-sector partnerships, empowering people and communities. Our approach creates quality services that:

- **Make a big difference to people's lives**
- **Create lasting positive change for communities**
- **Influence and improve practice and policy, contributing to regional priorities for health, economic and social outcomes.**

### Our Promise

Co-creating lasting improvements for people and places, practice and policy.

### Mission

We are on a mission to harness the power of people and place, and working together for healthy, thriving communities and quality services.

### Vision

And our vision is for "everyone enjoying a long, healthy and happy life"

We are proud of our collaboration and influencing work for fast-tracking our frontline learning to policy and practice. Some of recent successes include:

- Creating a new community asset at Gorton Central, working with Manchester City Council and securing capital and revenue funding from the National Lottery and the Department of Levelling-Up.
- Facilitating the Making Manchester Fairer Community Forum working the MMF Board for a fairer future for Manchester residents.
- Bringing food insecurity and community practice expertise to Manchester's food approaches and strategies as a founding member and our CEO is vice-chairperson of Manchester Food Board.
- Contributing to inclusive health research through the Community Priority Setting Programme in partnership with VOCAL and the James Lind Alliance, funded by the National Institute of Health Research.
- Co-producing resident-led age-friendly activities with our Ageing in Place project with Southway Housing.

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## GORTON CENTRAL

We have been turning a pre-loved but well-worn community asset into a modern community centre in one of Manchester's famous neighbourhoods.

Once a derelict paint factory, this preloved community centre is being transformed into a place to learn, grow, make connections, a hub that can make a big difference to people's lives and bring lasting positive change to communities.

### **Gorton Central history...**

Once upon a time, a local paint factory became the cherished Gorton Community Centre. The original 1930's site comprised a one storey office, stores tunnel and external buildings. The derelict building was saved by passionate residents and transformed into the Centre, owned by Manchester City Council and managed by a local committee. A first-floor extension and a new community hall were later added, together with our Award-winning 'Britain in Bloom' garden.

### **Today...**

In 2017, in partnership with the Centre committee, HMHC launched Community Gorton Grocer and later, after the Centre had been closed during the pandemic, we reopened with new Covid-19 support services. During this time, we completed essential refurbishments and created new community spaces for engagement, collaboration and nurturing community leaders.

### **The future...**

From 2023, the baton (and paintbrush) was handed over to HMHC following a successful community asset transfer and soon after we received the fantastic news of securing over £350k capital and revenue funding from the National Lottery and Department of Levelling-Up.

Our vision is built around engagement, collaboration and inspiring lasting positive change for people and communities. We are proud of our collaborations with existing partners and many new partners to Gorton including VOCAL, Sky media and Department of Levelling-Up investment.



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## JOB DESCRIPTION AND PERSON SPECIFICATION

### Key accountabilities

#### The role will be responsible for:

1. Working with Senior Leadership Team, Centre staff, the wider staff team and volunteers to ensure Centre operations and service delivery meet high standards of quality, appearance and impact.
2. Cultivate effective professional relationships with partners and stakeholders to generate earned income through venue-hire, consultancy packages, community health research and other agreed areas of business development.
3. Leading day to day Centre operations including carrying out opening and closing procedures and deploying Centre staff and volunteers effectively to ensure the Centre is safe, compliant, welcoming and inclusive in line with agreed policies, procedures and organisational objectives.
4. Line management and development of Centre staff team.
5. Managing Centre related budgets.
6. Cultivate and develop effective partnership relationships with key stakeholders to develop the Gorton Central offer to meet both organisational and local needs, aspirations and priorities.
7. Overseeing and carrying out monitoring, impact and social value reporting of the Centre.
8. An active member of the Services and Management Team.
9. Undertake other duties as required to meet the organisational needs.

#### For this post, successful candidates will need to demonstrate their skills and experience of the following criteria.

#### Essential criteria and we are seeking to appoint a skilled person with at least 1 year experience of the following:

1. Line management experience and skills.
2. Delivery of social business projects/medium-large grant funding to generate income across multiple streams.
3. Experience and expertise in managing a community centre or similar venue.
4. Track record of effectively managing multiple projects and priorities to produce results on time and within budget.

#### Along with:

5. A good understanding of the needs and priorities for the Gorton & Abbey Hey ward.
6. Strong understanding of and commitment to improving health and life outcomes for those most affected by inequalities.
7. Strong interpersonal skills with the ability to work effectively within a diverse team.
8. Good oral and written communication skills.
9. Excellent work ethic with the willingness to work flexibly and responsively to meet the needs of the organisation.
10. Good knowledge of IT packages including Microsoft Office, databases, email and social-media.
11. A good standard of education with evidence of professional development.
12. All applicants must have entitlement to work in the UK at the point of the role commencing.

#### Selection Process

- Check that you meet the essential criteria as specified above.
- Submit a CV (max 2 sides) and supporting statement (max 2-sides) detailing how you meet the person specification to [info@hmhc.co.uk](mailto:info@hmhc.co.uk). Closing date 9am Wednesday 13<sup>th</sup> August 2025 Please put Centre Business Manager as the email title.
- Successful candidates will be invited to an interview on Thursday 21<sup>st</sup> August 2025 at Gorton Central, Highmead Street, Gorton, M18 8PE (in-person only).
- For an informal chat contact Kate at [Kate@hmhc.co.uk](mailto:Kate@hmhc.co.uk)

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