



## JOIN OUR TEAM

### Job Title: Centre Coordinator

We're looking for a pro-active person to do this varied, 'hands on' role at Gorton Central, our community hub and home, where we develop exciting, innovative and quality services and collaborations. The Centre Coordinator will be responsible for the day to day operations of our busy community hub.

The Centre Coordinator will report to the Service and Business Manager, and will line-manage centre and centre volunteers.

Salary: £27,711 - £30,060 per year, starting at £27,711 (points 12-17)

Position Type: Permanent

Location: Gorton Central, Gorton, Manchester, M18 8PE.

Working pattern: 35 hours a week. For this role, we expect the post holder to work at Gorton Central 4 days a week including Wednesday (shared team workday) and Thursday (Good Food Gorton activities day), with a day working from home (to be negotiated Monday-Friday).

This role is part of HMHC's flexible working approach. As part of our commitment to 'Build Back Fairer' in Greater Manchester following the Covid-19 pandemic, we have evolved our management methods by trusting and empowering staff to deliver their work in the best way that suits the business and their individual needs and supports health and wellbeing. We adopt a flexible approach, combining attendance at our organisational base, Gorton Central (M18 8PE) with remote working, typically from home; the location of work is primarily dictated by the needs of the business: 'Do what is right for you and the business on that day'. If appointed to the role you will work with your manager to agree and regularly review the best working pattern for you, your team and your work.

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 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, people from global majority 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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## JOB DESCRIPTION AND PERSON SPECIFICATION

### Key accountabilities

#### The role will be responsible for:

- The day to day operations of a busy community hub including opening and closing and ensuring compliance, customer service and activities are of a high standard and delivered in line with agreed approaches and organisational priorities.
- Line management of centre staff and centre volunteers.
- Planning and monitoring the centre rota, deploying centre staff and volunteers ensuring the centre remains open, safe, inclusive and offers a high standard of customer service.
- Coordinating the Healthy Me Healthy Communities Centre activities including the Community Grocers (part of the Good Food Gorton approach) and wellbeing activities.
- Coordinating and updating an effective signposting and referral system and liaising with partners to provide a high quality service.
- Maintaining a maintenance and repairs log of the building, dealing with emergency maintenance incidents, deploying maintenance contractors from an approved list and overseeing on site maintenance contractors.
- Cultivating and maintaining effective professional relationships with partners and venue hirers contributing to Centre income targets.
- Undertaking consultation, feedback and evaluation with Centre participants and venue hire customers.
- Monitoring Centre related budgets and providing insights into improving earned income and cost savings.
- Completing monitoring, impact and social value reporting of the Centre.
- Working with the Service and Business Manager and other team members on existing and new initiatives including the development of food security and garden projects.
- Applying for and completing monitoring and evaluation for small grants related to Centre delivery.
- An active member of the Gorton Central operational team.
- 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:

- Experience of working in a VCSE/statutory community centre/similar venue.
- Experience of supervising/line managing staff and/or volunteers.
- Ability to deal with multiple competing priorities and demands, prioritising based on business need.
- Ability to form strong professional relationships with venue hirers and partner agencies, contributing to earned income and service development objectives.
- Ability to work effectively under minimal supervision and as part of a team.
- Strong understanding of and commitment to improving health and life outcome for those most effected by inequalities.
- Excellent work ethic with the willingness to work flexibly and responsively to meet the needs of the organisation.
- Good knowledge of IT packages including Microsoft Office, databases, email and social-media.
- A good standard of education with evidence of professional development.
- Entitlement to work in the UK at the point of the role commencing.

#### How to apply:

- Email your CV (maximum 2 pages of A4) and a statement outlining how you meet the requirement of the job description and person specification (maximum 2 pages of A4) to [info@hmhc.co.uk](mailto:info@hmhc.co.uk) by 10am Thursday 8<sup>th</sup> January 2026.
- Interviews will be held in person at Gorton Central, Highmead Street, Gorton, M18 8PE on Thursday 15<sup>th</sup> January 2026.
- For an informal chat about the role, please email Kate Harrison, Service and Business Manager on [Kate@hmhc.co.uk](mailto:Kate@hmhc.co.uk) to arrange.

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