



CENTRE MANAGER JOB DESCRIPTION

Job Title	Centre Manager
Reports to	Chair of Trustees
Reporting to the Post	Café Manager, Volunteer Co-ordinator , Physical Activity Lead, Caretaker and Cleaner (1.8 FTE)
Location	The Space Community Hub, Burnsall Road, Rastrick HD6 3JT
Hours	3 days per week, with flexibility as to which days, 25 hours a week
Salary	£32-35,000 FTE
Benefits	Pension Scheme

Background Information

The Space Community Hub is a community resource that provides a range of services, activities and meeting spaces for people of all ages in its neighbourhood. Our aim is to provide recreational, learning and social activities, which are accessible and affordable. Youth provision and a Community Cafe are key components of the Centre's activities.

Purpose of role

The Community Centre Manager will play a key role in the leadership and smooth running of Space Community Hub managing change, growth and performance as agreed with the Board of Trustees. Working closely with the Trustees, employees, contractors, volunteers and other local organisations , the Manager will work to ensure the Community Centre is a vibrant, well-managed facility that operates within a sustainable framework for the benefit of local residents and organisations. They will also promote the profile, role and impact of the Centre.

Principle duties and responsibilities

Management of the Community Centre

- Manage the operations of the Community Centre and its staff and the development and delivery of activities and facilities in line with the business and strategic plan.
- Ensure compliance with employment law and that we follow good practice with regard to HR. Contribute to the planning, development, implementation and delivery of the business and strategic plan and present regular progress updates to the Board.
- Oversee the maintenance of the building - including building maintenance and improvement programmes .
- Manage and monitor all aspects of risk assessments, health and safety and security as required by regulation or good practice including the review and updating of policies and procedures, in conjunction with the Trustees.
- Ensure all Community Centre policies and procedures are complied with, including any Government restrictions/guidance.
- Lead on GDPR and Safeguarding, maintaining records to ensure the charity fulfils all its legal, statutory and regulatory responsibilities.

Management of Staff and Volunteers

- Create a positive working environment in which equality and diversity are well managed, dignity at work is upheld and staff and volunteers are able to achieve their best.
- Work with the Volunteer Co-ordinator to develop a strong volunteer offering, including training and development opportunities.
- Ensure effective management of HR including recruitment, supervision and development of employees, contractors, and volunteers, including carrying out DBS checks as necessary.
- Ensure time and holiday records are kept up to date and passed to the external payroll provider for the monthly payroll .
- Keeping up to date with relevant legislation and best working practices.
- Ensure employees, consultants, contractors and volunteers work collaboratively with each other and with users of the facilities, in a safe and constructive way.
- Oversee the Community Centre's complaints procedure, and the proper handling, investigation and resolution of any complaints against the Centre, its staff and volunteers.

Working with Others

- Continue developing and maintaining relationships with various local partners to ensure activities at the Community Centre fit with others provided in the area.
- Positively represent the Centre and the community at partner and other meetings/events to raise the profile of the Community Centre and to ensure the views and needs of the community are prioritised and included.
- Continue to strengthen the reputation of the Community Centre by giving maximum visibility to its activities and achievements.

- Ensure through listening to the community, monitoring and evaluating provision and adapting the service, the Centre meets the needs of the local community.
- Prepare reports for and attend Board meetings as required and annual general meetings.

PR/Marketing and Fundraising

- Oversee the development and implementation of an income generation & marketing strategy.
- Develop strategies to promote the use and profile of the Community Centre, maximising use of social media, publicity opportunities and liaison with the local media.
- Ensure that the website is kept up to date with relevant and engaging content.
- Identify and secure new funding through grant applications and other means.
- Continue maintaining and developing positive relationships with funders, both grant makers, sponsors and individuals.

Financial Management

- Report to the Trustees on agreed KPIs on a monthly basis.
- Work with the Finance Trustee to investigate potential grant funding initiatives and complete monitoring requirements for existing funders.
- Responsible for liaison with the external payroll provider for payroll and pensions.
- Record all cash, bank and PayPal transactions in the accounting system (Xero) on a timely basis with supporting receipts.
- Weekly reconciliation of the bank and petty cash balances in Xero.
- Raising of invoices for room hire and ensure aged debt is kept to a minimum.
- Liaise with the treasurer and accountant in setting and managing budgets and maintain an overview of the financial position of the Community Centre.
- Ensure completion of reports/returns to statutory bodies and funders and compilation of grant applications.
- Preparation of schedules for accountant for the annual audit .
- Ensure best practice in all financial matters.

Project and Event Management

- Support and oversee the continued delivery of high-quality services and activities.
- Ensure all projects are managed to ensure compliance with objectives and outcomes. Devise and implement robust impact monitoring and evaluation strategies for all projects.
- Ensure all projects and events are correctly risk assessed and supported.

The Space Community Hub has a small team of employees, contractors, volunteers and a wide range of activities. It is expected that the post holder will be flexible in assisting in areas of work which go beyond their main duties. In particular, the holder of this post will be expected to assist with covering administrative duties and attendance at and/or supervision of events outside of normal working hours.

We can offer you:

- A supportive and safe working environment .
- An established team of supportive, dedicated and enthusiastic staff, volunteers and Trustees .
- An opportunity to further develop your skills in management, finance, marketing and community engagement .
- Opportunities for further training.

To apply:

1. Take a good look at the job description and person specification below.
2. Send us your CV including 2 referees. We will not contact your referees unless you are at the final stage of the interview process.
3. Write a covering letter, setting out in no more than 2 sides of A4 your interest in the role and how you meet the requirements in the person specification.
4. Submit your CV and expression of interest to us by email:
amandac@thespaceatfieldlane.org.uk by **5 pm Friday 26th September 2025**.

We aim to recruit the person most suited to the job and welcome applications from candidates of all backgrounds and from different sectors, and from people who have gained their skills outside formal employment. Please note that any offer of employment will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

If you would like an informal discussion and more information about this opportunity, please contact Amanda Caldwell at amandac@thespaceatfieldlane.org.uk or call 07508 620994.

Closing Date: Friday 26th September 2025

Shortlisting : w/c 29th September 2025

Interviews: Friday 17th October 2025 Candidates will be invited to join us for lunch at 12.00 that day. Interviews will commence at 2 pm.

Probationary period. Please note this role is subject to a 6 month probationary period.

Centre Manager Person Specification

<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications / Education / Training	<ul style="list-style-type: none"> Educated to at least A-level/level 3 or equivalent with a range of relevant qualifications 	<ul style="list-style-type: none"> A high level of IT literacy including use of Microsoft Word products (Word/Excel/Powerpoint)
Experience and Knowledge	<ul style="list-style-type: none"> Proven experience in project management, management of teams and ability to motivate staff and volunteers Experience of developing and sustaining relationships and partnerships with other organisations 	<ul style="list-style-type: none"> Minimum 3 years' proven experience in either the voluntary, community or business sector A strong track record of delivering income growth through fundraising, grant applications, sales, PR and marketing (including use of social media platforms) Knowledge and experience of organisational strategy and business planning Experience of budgeting and reconciliation, and grant management
Skills	<ul style="list-style-type: none"> Well-developed written, verbal, interpersonal and customer service skills Ability to work cohesively with others – in teams, groups and partnerships Ability to deliver objectives to agreed timescales and deadlines Ability to work independently to prioritise work areas, and proven decision-making ability 	<ul style="list-style-type: none"> Ability to identify income generation opportunities Project management skills, including report writing, financial monitoring and evaluation Driving license and use of vehicle

Personal Qualities	<ul style="list-style-type: none"> Proactive Self Starter Values Driven Passionate and enthusiastic Opportunistic and entrepreneurial Exceptionally good at relationship building and working with others Highly motivated with a genuine desire to help those in need, compassionate, caring and good at communicating comfortably and effectively with a wide range of people
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