

Centre Manager Job Description

Responsibilities:

Centre Development

- Work with other Centre staff and trustees to increase activities in the Centre and develop and promote its programmes
- Determine most popular activities and propose ways to promote these further
- Expand and better structure volunteering
- Help to define new activities to trial and initiate trials
- Build relationships with partners who can bring in new activities and sources of income
- Make recommendations about fabric and organisation of centre
- Recommend upgrades to website, social media use, look and feel of Centre
- Recommend and implement new activities and programmes

Operations

- Manage staff brought in for project work
- Manage administrative staff
- Manage Volunteer programme
- Monthly reports to the board on Centre programme and fundraising activities
- Oversee projects for specific activities: building work, funded projects etc

Assist the Board to achieve their vision/mission

- Implement agreed 5 year business plan
- Conduct annual reviews of progress toward and relevance of 5 year plan
- Facilitate discussions to determine future direction, facilitate decision making
- Assist trustees with planning for building refurbishment

Manage the communications strategy to further inform and involve the centre community

- Consult with the wider community through a variety of methods
- Regularly meet with frequent users, patrons, trustees to gather feedback for the board
- Ensure mechanisms are in place so that the wider community is aware of agreed vision/mission/strategy and plans to work toward the vision
- Work with administrative staff to ensure marketing and communications plan is actively pursued.

Financial

- Actively review and execute funding plan
- Manage, monitor and report on the annual operating budget of the Centre
- Manage, monitor and report on the budget of small projects up to £25,000.
- Assist trustees to manage, monitor and report on budgets for larger projects such as building refurbishments
- Authorisation to submit funding applications of up to £10,000; according to the funding plan, working with trustees for larger funding applications

Authorisation to spend up to £2500 on own discretion; between £2500 and £5000 to seek approval from appropriate trustee sub committee and treasurer; over £5000, approval from board. All expenditure to be within agreed annual budget limits.

Working hours

21 hours per week, to be arranged with line manager. Evening and weekend work may be involved. Inform trustees via emails of working days in building.

Reporting to: Board of Trustees