**JOB DESCRIPTION – COMMUNITY CENTRE MANAGER**

Post Community Centre Manager

Hours: Full Time (37 hours per week)

Location: The Steading, Rosewell, Midlothian

Probationary Period: 3 months

Reports to: Rosewell Development Trust Board

Salary: £30k-£35k Commensurate with Experience

Role

The Community Centre Manager will play a key role in the day to day management and ensure the smooth running of The Steading community centre in Rosewell.

Important aspects of the job will be to continue to develop new business opportunities, increase income from the facilities available such as soft play, sensory room, main hall and conference room by means of effective marketing, networking and innovative solutions.

Working closely with staff, Trustees, local authorities, funders and external commercial organisations, the Manager will work to ensure The Steading continues to be a vibrant, welcoming well managed facility that operates for the benefit of, not only local residents, but people throughout Midlothian.

For further information and how to apply, please e-mail [info@rdtrosewell.org.uk](mailto:info@rdtrosewell.org.uk) or telephone Robert Scott on 0131 629 9398.

JOB CONTENTS

* Deliver the outputs and targets in the Trust’s Business Plan
* Lead on the provision of a range of services, new projects, and programming of the Hub
* Maximise sales of rental premises, event space and room hire
* Maintain positive customer relationships
* Monitor the sub-let of the Hub Café, NHS facility and Hair Salon
* Manage RDT’s staff and volunteers
* Manage the Hub, being responsible for day to day management, income generation, marketing and ensuring the Hub is meeting the aims and objectives of the Trust and its stakeholders.

**Community and Partnership**

* Maintain and further develop effective working relationships with public, private and third sector stakeholders and wider community networks. To advise, involve and engage them in RDT social and regeneration priorities.
* Work with local people to identify and meet community needs and to ensure facilities, services, social enterprises and activities are responsive to those needs.
* To create innovative ways of tackling local issues and maximising opportunities for resident involvement and promoting social inclusion and community cohesion.
* To represent the Hub’s interests in community and partnership forums.

**Financial**

* Produce and monitor an annual business plan for the RDT Board.
* Implement financial systems and controls to ensure that all activities operate efficiently, effectively, economically and prepare and issue monthly invoices, to ensure that the financial activities of the Trust operate within charity, company and other statutory requirements.
* Manage projects within allocated budgets and deliver a good quality, value for money service for residents and service users.
* Liaise with funding bodies and build meaningful relationships and maximise external funding and investment streams. To comply with funders reporting procedures.
* To search for, complete and report on funding applications required for core and project costs.
* To assist the RDT Treasurer with the financial management of the Trust.

**Management and Staff**

* To manage staffing and volunteer workload allocation to ensure the safe and effective operation of activities. To ensure that Trust Board policies, operational procedures, strategies and objectives are communicated to and implemented by all team members.
* To provide vision, leadership, communication and support to staff and volunteers. Provide supervision and appraisal on all aspects of their performance and development.
* To manage the Hub, presenting a welcoming, high quality service for users and ensuring he efficient repair and maintenance of assets.

**Marketing and Administration**

* Provide a marketing and communication strategy for the Trust. To maintain and develop the strong brand, producing newsletters, identifying publicity opportunities and maintaining the website.
* Develop a marketing and communications strategy for the Hub.
* To develop and maintain an effective database of information regarding the project programmes, finance and usage so that efficient monitoring systems can provide appropriate data for the Board and other stakeholders.
* To oversee events and celebrations which acknowledge the successes along the road to achieving h long-term outcomes for Rosewell and the local area.
* To support the Board to develop skills and its capacity to manage the organisation.
* To administer the activities of RDT and service Board meetings by ensuring availability to board meetings of agendas, minutes and relevant reports.

**Policies and Procedures**

* Ensure that all RDT’s facilities and projects are managed in compliance with all relevant legislation.
* To ensure that the Health and Safety Policies and organisational arrangement and procedures are understood, implemented and monitored.
* To develop, implement and undertake periodic reviews of all policies and procedures to ensure the good management of the organisation and its assets.
* Manage, observe and promote equal opportunities, customer care and equality and diversity policies and produces, including those for child protection and for vulnerable persons.
* Attend Board of Trustees meetings and prepare, in consultation with appropriate members, agendas for the meetings and produce accurate minutes and reports for approval by the Chairperson.

**General**

* The manager is required to participate in training and Continuing Professional Development.
* The manager will be required, on occasion, to work outside of normal office hours.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Board.

**Person Specifications**

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| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | Qualification in social work, community development, voluntary sector studies or similar |  |
| **Work Experience** |  |  |
| Voluntary and/or community sector, and/or social work | Several years’ experience of working in at least one of these environments |  |
| **Management Experience** | Experience of operating in a senior, decision making capacity |  |
| **Business Development and Planning** | Experience of producing implementing and reviewing business plans |  |
| **Knowledge and Understanding** |  |  |
| Compliance, risk, Safeguarding | A sound understanding of key issues in relation to compliance |  |
| Finance and budgets | Successful management of budgets with sound understanding of finance, funding and contract negotiation |  |
| Client understanding | Good understanding of issues facing vulnerable and socially excluded adults |  |
| **Skills, Qualities and Behaviours** |  |  |
| Leadership | Demonstrated ability to provide leadership and motivation to a team to achieve results |  |
| Communication | Confident, clear, articulate verbal and written communication. Confident presenter |  |
| Building and developing relationships | Develops and maintains good working relationships, working collaboratively and consultatively |  |
| Influencing | Articulates views and plans and presents them in a way that gains support and commitment |  |
| Decision Making | Demonstrated ability to assess information and make and communicate sound pragmatic decisions |  |
| Ethos and Values | Commitment to the organisation’s ethos and understanding/empathy with the needs of vulnerable and excluded individuals |  |
| Adaptable and flexible | To work with the needs of the organisation and its clients as required. |  |

To Apply: Please e-mail a current copy of your C.V. plus a letter outlining why you feel you are the right person to manage The Steading and develop it for the future>

**Closing Date for applications: Noon Friday 24th March 2023 for applications.**