**JOB DESCRIPTION – SPYF COMMUNITY CENTRE MANAGER**

Post SPYF Molendinar Community Centre Manager

Hours: Full Time (35 hours per week)

Location: SPYF Molendinar Community Centre, Blackhill, Glasgow

Reports to: SPYF Community Coordinator

Salary: £32k-£35k (commensurate with experience)

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| **About the Organisation** |

St Paul’s Youth Forum aims to alleviate the worst effects of poverty in the Blackhill/ Provanmill area of Glasgow through our programmes focusing on Eating, Education, Exercise and Empowerment. We are part of the People Make Glasgow Communities, working in partnership with the City Council and Glasgow Life to reopen our local community centre.

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| **Purpose of the Role** |

The SPYF Molendinar Community Centre Manager will play a key role in the day-to-day management and ensure the smooth running of the SPYF Molendinar Community Centre in Blackhill, which has been closed for the last three years. Thanks to funding from Glasgow City Council’s Place Fund, the manager will have six members of staff to lead.

Important aspects of the job will be to continue to develop new business opportunities, and to increase income from the facilities available, including cafe, main hall, dance studio and IT 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 that the SPYF Molendinar Community Centre will be a vibrant, welcoming, well-managed facility that operates for the benefit of, not only local residents, but people throughout Glasgow.

For further information and how to apply, please email neil@stpaulsyouthforum.co.uk or telephone Neil Young on 0141 770 8559.

**Key Responsibilities**

**General**

* Manage the SPYF Molendinar Community Centre, including day-to-day management, income generation, marketing.
* Lead the provision of a range of services, projects, and programming of the SPYF Molendinar Centre.
* Maximise sales of rental premises, event space and room hire, and monitor the sub-let of the gym and office space.
* Maintain positive customer relationships
* Manage SPYF Molendinar Community Centre’s staff and volunteers
* Deliver the outputs and targets in the SPYF Board Business Plan and ensure that the Molendinar Community Centre is meeting the aims and objectives of the Board and its stakeholders.

**Operational Management of the Centre**

* Deal professionally with enquiries made by members of the public with regard to the potential use of the SPYF Molendinar Centre and its facilities.
* Manage room bookings including payments and the issuing of receipts and ensure that an accurate lettings diary is maintained.
* Ensure that arrangements are made for the preparation and usage of the Centre during lettings and that the SPYF Molendinar Centre is maintained in good condition.
* Ensure all relevant H. & S. legislation and procedures are complied with and relevant documentation is maintained.

**Community and Partnership**

* Maintain and further develop effective working relationships with public, private and third sector stakeholders and wider community networks.
* Work with local people to identify and meet community needs and to ensure facilities, services, social enterprises and activities taking place within the Molendinar Community Centre responsive to those needs.
* Create innovative ways of tackling local issues and maximising opportunities for resident involvement whilst promoting social inclusion and community cohesion.
* Represent the Community Centre’s interests in community and partnership forums.

**Financial**

* Monitor and develop the SPYF Molendinar Community Centre’s annual business plan for the Board.
* Implement financial systems and controls, including the preparation and issue of monthly invoices, to ensure that all activities operate efficiently and effectively.
* Maximise external funding and investment streams.
* Identify, complete and report on funding applications as required for core and project costs, whilst liaising with and building meaningful relationships with funding bodies.
* Ensure that all activities operate in line with our charity, company and other statutory requirements.

**Staff Management, Policies and Procedures**

* Manage staff and volunteers, including workload allocation and monthly line management of paid staff.
* Provide supervision and appraisal on all aspects of staff performance and development.
* Ensure that SPYF Board policies, operational procedures, strategies and objectives are communicated to and implemented by all team members.
* Help recruit and train volunteers.
* Provide vision, leadership, communication and support to staff and volunteers.
* Ensure that all SPYF Molendinar Community Centre~~’s~~ facilities and projects are managed in compliance with all relevant legislation.
* Ensure that the Health and Safety Policies and organisational arrangements and procedures are understood, implemented and monitored.
* 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, items and reports for approval by the Board.

**Marketing and Administration**

* Develop a comprehensive marketing, publicity and communications strategy for the Centre.
* Develop, oversee 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.
* Oversee events and celebrations which acknowledge the successes along the road to achieving long-term outcomes for Blackhill and the local area.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post as directed by the Communities Coordinator. The post holder will also be required, on occasion, to work outside of normal office hours.

**Key Results and Outcomes**

In the first two years the manager will lead the community centre team to ensure:

* 600 households will be supported through programmes and activities.
* There will be 3 celebration events per year Spring, Summer and Christmas
* 80 people will be referred on from the centre to upskill in courses/ training.
* 40 people will receive support to gain employment
* 80 people will take part in work experience programmes, through our café, gym, CLD activities and facilities programme.
* 300 people will take part in education, both in house and with partners.
* 400 socially excluded people will access support.
* 60 people will find volunteering opportunities.

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| **Person Specifications** |

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| **Attributes** | **Essential (E) or Desirable (D)** |
| **Qualifications**Qualification in community development, voluntary sector studies or similar program | D |
| **Work Experience** Significant experience working in at least one of the following environments - Voluntary and/or community sector, and/ or facilities management | E |
| **Management Experience**Experience of operating in a senior, decision-making capacity | E |
| **Business Development and Planning** Experience of producing implementing and reviewing business plans | E |
| **Knowledge and Understanding of:**1. Compliance, risk and safeguarding
2. Finance and budget – successful management of budgets with an understanding of finance, funding and contract negotiation
3. Client understanding – a good understanding of issues facing vulnerable and socially excluded adults and young people
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| **Skills, Qualities and Behaviours*** **Leadership**: Proven ability to motivate and lead a team to achieve results
* **Communication**: Confident and clear verbal and written communication
* **Relationship management**: Ability to work collaboratively and develop and maintain working relationships
* **Persuasion**: Articulates views and present them in a way that gains support and commitment
* **Decision Making**: 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 individuals
* **Flexibility**: Ability to work with the needs of the organisation and its clients as required.
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| **How to Apply** |

Please e-mail a current copy of your C.V, with a letter outlining why you feel you are the right person to manage the SPYF Molendinar Community Centre and develop it for the future.

**Closing Date for applications: 5pm, Monday 10th April 2023, with Interviews on Monday 17th April 2023**