



ST MATTHEW'S CENTRE

200 Balmore Road

We are seeking a dynamic individual to act as our Centre Manager to consolidate and develop our work.

St. Matthew's Centre serves the community of Possilpark, providing a safe and welcoming place for some of the most vulnerable people in our particularly challenging area. We support local events and celebrations, work closely with community projects as well as acting as a springboard for a wide variety of community initiatives.

Over the past year we provided safe and affordable meeting spaces for a variety of organisations to meet the needs of the community. Groups who used the centre during the year include:

- The Concrete Garden
- Young People's Futures
- UK Taekwondo
- Alcoholics Anonymous
- Quarriers
- Elsewhere Events
- Boom! Community Arts
- Permaculture Design
- GiggleBees Entertainment
- Glasgow Chinese Recreation Centre
- Private Events
- HSCP
- JLG Jive Group
- A Place for Change
- Bex's Art Attic
- the International Women's Group.

The successful candidate will work with the activities above and in co-operation with our partner charity on site *The Concrete Garden* with its community growing facilities and several outreach projects.

We continued many of our operations during the Covid Lockdowns.

The Centre Manager manages a Staff Team of a Caretaker/Bookkeeper, an Operations Support Administrator and we are hoping to soon recruit a part-time Development Worker.



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1 JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Centre Manager
Location: St Matthews Centre, Possilpark
Hours: 35 hours per week
Salary: £30,400 per annum
Annual Leave: 35 Days holiday including Public Holidays
Public Holidays: Outlined in Contract
Pension Contribution: 3% Employer/5% Employee
Funded for 2 years, future funding applications expected.

The nature of our work requires a mutually flexible approach and may include weekend working. The post is secure for two years and will be thereafter dependent on securing future funding.

2 JOB PURPOSE

To be responsible for all aspects of the day to day running of St Matthews Centre.

To build on existing relationships with those using the Centre, raise the profile of the Centre and to work to maximise its potential and impact.

To ensure the sustainability of the Centre's work by leading on fundraising, business development, monitoring and evaluation.

3 MAIN RESPONSIBILITIES AND ESSENTIAL SKILLS

- Co-ordinate the existing services at St Matthews Centre and oversee the day to day management of Centre activity in liaison with the Management Committee, Staff Team and present users.
- Ensure that all policies and guidelines as outlined in the St. Matthew's Centre Staff Handbook are maintained in accordance with current legislation.
- Create a safe and positive environment ensuring that all service contracts for the building are up to date.
- Oversee the maintenance of the site and grounds in partnership with the Staff Team and other users.
- Prepare monthly Financial Reports and Cash Flow Forecasts in partnership with the Treasurer.



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- Oversee correspondence.
- Facilitate communication and meetings with individual project managers and other partner organisations.
- Prepare applications to and performance reports for funding bodies in accordance with the terms and conditions of our applications, maintain appropriate records, and be responsible for their monitoring and evaluation.
- Maintain records and systems to ensure the efficient running of St. Matthew's Centre, including Budget Management.
- Set up and facilitate a user group forum and working group of partner organisations to ensure the Centre is community led.
- Develop and manage St Matthews Centre programmes and projects and engage with appropriate agencies, creating new partnerships to ensure continued development of the centre. Represent and raise the profile of St Matthews Centre within the local and wider community by engaging with local and strategic networks.
- Address the targets identified by the Management Committee relating to the above responsibilities in accordance with our agreed Work Plan.
- In line with St Matthews Centre's ethos of developing a flexible and multi skilled environment, to engage in any other duties necessary to facilitate the delivery of the business and activities of the Centre.
- Other duties as directed by the Management Committee.

4 KEY RELATIONSHIPS and GOVERNANCE

- The post holder will consult regularly with the Chairperson of the Management Committee in the development and delivery of the service and attend and report at the Management Committee Quarterly Meetings.
- The post holder will determine the best approach in dealing with project lease, hall hire, service user and staff issues in liaison with the Chairperson and the Caretaker.
- The post holder will oversee and manage the work of the Staff Team and Volunteers
- Colleagues & Volunteers – Develop strong, healthy and appropriate relationships with colleagues contributing to a high level of team work.
- Service providers and participants – The post holder will cultivate a safe, caring and supportive environment and service a user group forum to ensure that the Centre delivers an excellence of service.
- Stakeholders in the wider community– The post holder will engage with varied networks to continue and extend partnerships. Duties include establishing a working group of key partners to ensure synergy and best practice across the Centre.
- Funding bodies – the post holder will be the main channel of communication with a variety of funding bodies.
- Manage a varied workload which at times with limited resources, requires a creative and flexible approach.



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5 ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE JOB

- At least two years' experience of working with vulnerable people in a community setting.
- Able to use Microsoft Office Applications to a high standard including web site creation and maintenance and use of social media.
- Have some practical experience in the requirements of maintenance of multi-use spaces in a community setting.
- Ability to build professional relationships and work in partnership.
- Excellent organisational skills.
- Excellent listening and communication skills.
- Knowledge of financial recording and reporting.
- Ability to maintain clear and accurate records.
- Experience in application writing and ongoing fundraising initiatives.
- Familiarity with Accounting Systems.
- Experience of working in groups and one to one using a variety of media.
- Flexibility and ability to undertake multiple concurrent tasks and to work independently.
- An empathy with and desire to enrich the lives of vulnerable people.
- Ability to think critically about people's needs and be able to develop innovative responses.
- Ability to balance short term reactive demands with long term needs.

6 KNOWLEDGE, SKILLS AND EXPERIENCE DESIRABLE FOR THE JOB

- A qualification in Social Work, Social Care, Community Education or related discipline
- An understanding of mental health issues, addiction problems and chaotic behaviour

September 2023