**Tayport Community Trust**

**Post Title: Larick Centre Manager**

**Salary: £29,000 per annum**

**Part time post (35 hours per week)**

**Location: Tayport**

**Responsible to: Tayport Community Trust board**

**Supervision: Named trustee**

**Background**

The Larick Centre is Tayport’s first purpose-built community centre. It comprises a large sports hall, a small meeting room, and two further rooms which can be booked for a variety of purposes.

The Larick Centre has been funded through charitable donations and grants, however as funding streams reduce, the centre must become more self-sustaining by generating its own income. Tayport Community Trust was established in 2008 to develop and support projects and activities that contribute to a vibrant and sustainable local community.

Tayport Community Trust (TCT) operates alongside its commercial arm, Tayport Community Enterprise (TCE). TCE operates the Larick and Harbour Cafes, and the Larick Campsite. Income generated by TCE supports TCT to provide the community activities of the Larick Centre.

The Larick Centre Manager will be responsible for the Larick Centre operation and line management of Larick Centre staff and will report to the Tayport Community Trust (TCT) board.

**Role purpose**

1. Provide effective leadership, direction and oversight of the Larick Centre and its staff, to successfully implement plans and achieve outcomes as set out by TCT board.
2. Report regularly and fully to the TCT board.
3. Collaborate and consult with the TCT and TCE boards to develop strategies, plans and targets in consultation with TCT board.
4. Ensure all Larick Centre activities are generating required income levels.
5. Work with communities to ensure their needs are reflected in the work of the Larick Centre.
6. Ensure long-term sustainability through sound planning, generating business income, fundraising and financial management.
7. Deliver successful marketing and communications that promote the Larick Centre to our local communities, partner organisations and funders.
8. Ensure the Larick Centre and its assets are managed safely and effectively to serve local communities.
9. Lead, manage, support and develop Larick Centre staff and volunteers.
10. Collaborate with fellow TCT and TCE managers.

**Key areas of responsibility**

**Community development and engagement**

* Work with staff to identify and develop opportunities to engage with local community stakeholders, including organisations and businesses to achieve an understanding of what activities and services are needed within their local areas
* Work with organisations from the public, private and corporate sector to generate income for the Larick Centre
* Support Larick Centre staff to:
  + consult and develop projects with local groups and individuals
  + develop and manage processes
  + measure the impact of the Centre and projects undertaken.

**Staff and volunteers**

* Ensures staff and volunteers are recruited, inducted and supported appropriately, including implementing regular supervision sessions and an annual appraisal process.
* Ensure staff and volunteers are trained and supported to safeguard all vulnerable users of our buildings and activities, specifically children and vulnerable adults.
* Ensure the Larick Centre has the necessary numbers of staff and volunteers to deliver its functions effectively.
* Ensure adequate cover during times of staff absence.

**Partnership working**

* Work with staff to actively engage with partners, including local community organisations and businesses.
* Consult and collaborate with TCT members to develop new areas of activity.
* Act as a link between staff and volunteers and TCT board, ensuring opportunities to build and strengthen positive relations are identified and taken up.
* Work collaboratively and supportively with fellow managers, fostering team values and symbiotic working across all areas of TCT and TCE operations.

**Financial management**

* Prepare and oversee budgets.
* Follow the relevant procedures to maintain financial controls and records, liaise regularly with the TCT Treasurer, providing updates as required.
* Monitor and report on financial performance against agreed budgets.

**Fundraising**

* Seek out, identify and act on appropriate funding opportunitie.
* Work with TCT board members on fundraising applications.
* Maintain good relations with funders and ensure all funder requirements and reporting obligations are met.

**Commercial income generation**

* Maximise bookings of the Larick Centre rooms.
* Work with others to generate ideas, explore and promote creative and innovative uses of the Larick Centre that will maximise the potential for income generation.
* Liaise with other staff to ensure a balance of use (for profit and community).
* Set targets and report on performance to TCT trustees on a regular basis.

**Governance**

* Support TCT board to fulfil its governance duties and ensure it has at its disposal sufficient resources, guidance and professional advice to make informed decisions.
* Prepare reports for TCT board meetings.
* Develop material for the TCT Annual Report.
* Work with staff to maximise effective use of Larick Centre.
* Work with TCT board to ensure that it has an effective framework of governance policies.

**Communication, marketing, and promotion**

* + Continuously improve and develop digital engagement with the community and stakeholders.
  + Develop the website and social media presence of the Larick Centre so that local communities, funders and partners are well informed.
  + Produce regular e-newsletters for partners and local communities.
  + Ensure communications and marketing materials are accessible and reflect our brand and values.
  + Market the Larick Centre facilities, events, services and activities to potential hirers, users and funders.
  + Develop a continuing programme of community events.
  + Represent the Larick Centre at meetings and events, including giving presentations.

**Building management**

* Ensure effective and robust systems are in place and used for organising and invoicing bookings.
* Ensure the Larick Centre and other assets are safe and accessible to use, meet our statutory obligations and follow good practice, including health and safety policies and procedures.
* Regularly review plans for the short- and long-term maintenance of the Larick Centre and its assets.

**Monitoring and evaluation**

* Implement a system to monitor the impact of our work at the Larick Centre that includes seeking feedback and involvement from staff, volunteers, users and the community.
* Develop measures for success that produce quantifiable and qualitative data that can be clearly evidenced and reported on.
* Report on the impact of the Larick Centre’s work to TCT board, key partners and, when required, funders.

**Administration**

* Work with TCT’s IT service providers to implement and maintain the Larick Centres IT systems.
* Ensure compliance with data protection law.
* Ensure compliance with all regulatory reporting obligations.
* Ensure effective administrative processes are in place and followed.

**Professional development**

* Attend training, conference, and other opportunities to develop relevant skills.
* Organise opportunities for training and developing the staff and volunteer teams.

Undertake other tasks commensurate to the role as required. The role requires work outside of normal working hours in the evenings and on the weekends. A ‘time off in lieu’ (TOIL) system is in place.