



Role: *Community Hall Manager*

Salary: *£31376.80-32468.80 pro-rata (SJC grade 43)*

Hours: *17.5 hours per week (0.5FTE)*

Contract : *Permanent*

Report: *Board of Trustees*

Location: *Clyde Community Hall, 41 Whitefield Road, Ibrox*

Closing: *3rd August 2026*

Interview: *13th August 2026*

Start Date: *14th September 2026 (subject to suitability for successful applicant)*

Clyde Community Hall are introducing this new role to our staff complement to lead our established staff team in providing an inclusive and energetic community centre based in the heart of Ibrox - serving ours and our neighbouring communities.

This role is 17.5 hours per week expected to be delivered over 2.5 days. Friday is a core day due to on-going activities and other working days will be agreed with the successful applicant upon appointment.

The purpose of this post is to provide a central administrative and management role for a local community centre in Ibrox. This includes management of regular and shift-based staff, the maintenance and upkeep of the premises, responsibility for health and safety compliance, community relations and liaising between trustees and staff.

The Specific Tasks of this role are:

1. To ensure the organisation complies with all current health and safety regulations, financial, governance and regulatory matters. This includes GDPR, workers rights and wellbeing, first aid compliance, fire safety compliance, PAT testing scheduling, managing inventory and compliance with OSCR, Companies House and the Charity Constitution.
2. To ensure the high standards of maintenance and upkeep for the hall and its grounds, including scheduled maintenance, commissioning or repairs and maintenance.
3. To lead the staff team in securing, preparing for, staffing and promoting bookings and inducting new users on their responsibilities on the premises.
4. To ensure financial records are accurate and reported to



5. the trustees on a monthly basis as well as working with external partners for book-keeping and processing staff pay. This includes managing cash banking and petty cash management.
6. To support trustees in sourcing funding and developing a sustainable funding model. Including managing reporting and monitoring requirements.
7. To lead on external promotion of the hall through website management, social media promotion and other appropriate avenues.
8. To build further links with the community and ensure high level of monitorable visitor satisfaction
9. To be familiar with, uphold and develop Hall Policy and Procedures with Trustees.
10. Undertake, update records of and arrange appropriate training and development for all staff to meet and where appropriate exceed compliance requirements.
11. To partake in board meetings and table monthly progress reports.
12. To undertake other reasonable and appropriate tasks in line with the charitable aims of the organisation.

Person Specification

	Essential	Desireable
Experience	• Experience of working within regulatory requirement • Working with and motivating other members of staff • Experience in developing policy for the workplace • Experience with income generation • Ability to deliver outcomes within timescales • Experience of monitoring, evaluating and reporting progress	• Experience of managing a charity • Experience in successfully applying for grant funding • Related qualifications
Skills and Knowledge	• Excellent communication skills • Strong organisational skills • Health and Safety management • Competency with social	• Use of modern promotional methods



	media • Competency with Microsoft Office Suite	
Personal Attributes	• Passion about community empowerment • Problem solver • Energetic, proactive and enthusiastic • A strong understanding of, and commitment to equality and diversity	
Other	• Occasional evening work including a monthly board meeting	

Application Process

We invite applicants to submit a current CV, details for 2 professional references, and a letter of application no longer than 500 words describing their suitability for the role by 3rd August 2026. If successful at this stage, you will be invited to an in-person interview with a panel of trustees on 13th August 2026.

As this position is exempt from the Rehabilitation of Offenders Act 1974, you are required to disclose all convictions and cautions, both spent and unspent, that are not protected and that a PVG check will be required for this role.

In accordance with the Immigration, Asylum and Nationality Act 2006, all applicants must have the legal right to work in the UK prior to starting employment. Please note that we are not able to offer sponsorship for candidates requiring a Skilled Worker Visa.

Applications will be taken via e-mail to ClydeCommunityHall@proton.me and only applications submitted before 9am 3rd August 2026 will be considered. Any specific enquiries about this post can be made to this e-mail address prior to the closing date.