



Recruitment Information Pack

Westfield Park Community Centre - Centre Manager

Welcome

Thank you for your interest in the position of **Centre Manager** at Westfield Park Community Centre.

This is an exciting opportunity for an enthusiastic, motivated and community-focused individual to lead the day-to-day operation and future development of one of the area's valued community assets.

We are looking for an experienced manager who shares our passion for strengthening communities, supporting local people and ensuring our Centre continues to thrive. The successful candidate will play a key leadership role, working closely with our Board of Trustees, employees, volunteers, community groups and partners to deliver a welcoming, sustainable and vibrant community facility.

If you are an innovative leader who enjoys building relationships, developing services and making a positive difference within local communities, we would be delighted to hear from you.

About Westfield Park Community Centre

Situated just off Grangemouth Road, the neighbouring Forth Valley college, Falkirk stadium and Falkirk Fire Station, Westfield Park Community Centre is a community hub in Falkirk that provides activities, support services, community groups, youth programmes, room hire and event for local residents. It serves people of all ages, including families, older adults, carers, people with disabilities and those experiencing financial hardship.

The Centre exists to:

- Provide high quality facilities for local people
- Support community groups and voluntary organisations
- Encourage participation and reduce social isolation
- Promote health, wellbeing and lifelong learning
- Develop activities that respond to local needs
- Build strong partnerships across the public, voluntary and community sectors

The Centre hosts a wide variety of activities, events and services throughout the year and continues to evolve in response to changing community needs.

About the Role

The Centre Manager will lead the operational management of Westfield Park Community Centre.

Working with a high degree of autonomy and reporting directly to the Board of Trustees, the successful candidate will oversee the day-to-day running of the Centre while driving its continued development, sustainability and growth.

This is a varied and rewarding leadership role requiring excellent organisational, financial and people management skills together with a genuine passion for community development.

The successful candidate will ensure that the Centre remains a safe, welcoming and vibrant place that delivers lasting benefits for local people.

Key Responsibilities

Operational Management

You will:

- Manage the day-to-day operation of the Centre
- Ensure the building is safe, welcoming and well maintained
- Oversee health and safety, safeguarding and legislative compliance
- Manage maintenance programmes and service contracts
- Develop new services and activities in response to community needs
- Build strong relationships with local organisations and partners
- Organise community events and celebrations, with the support of trustees, staff, volunteers and partners
- Work closely with the Board of Trustees

Why Join Us?

This role offers the opportunity to:

- Make a genuine difference within the local community
- Lead an established and respected community organisation
- Shape the future development of Westfield Park Community Centre
- Work closely with an experienced and supportive Board of Trustees
- Build meaningful partnerships across Falkirk
- Develop innovative services and community projects
- Leave a lasting legacy for local people

Every day brings new challenges, new opportunities and the chance to improve the lives of others.

Working Arrangements

This role requires flexibility and occasional evening and weekend working to support Centre activities, meetings and events.

The successful candidate will be expected to work collaboratively with Trustees, employees, volunteers, community organisations and external partners.

Terms and Conditions

Position: Centre Manager

Reporting to: Board of Trustees

Location: Westfield Park Community Centre

Hours: 28 hours per week

Salary: £32,000 per annum, pro rata

Contract: Fixed Term

Annual Leave: 28 days per annum, pro rata

How to Apply

Please submit:

- A completed application form (or CV and covering letter if requested)
- A supporting statement explaining how you meet the requirements of the role

Applications should be submitted by:

Closing Date: 02/10/2026

Interview Date: 09/10/2026

Equality Statement

Westfield Park Community Centre is committed to promoting equality, diversity and inclusion in all aspects of its work. We welcome and support people of all ages, backgrounds, cultures, abilities, faiths, genders, sexual orientations and socio-economic circumstances

We strive to provide a safe, respectful and inclusive environment where everyone is treated fairly and with dignity. We do not tolerate discrimination harassment, bullying or victimisation of any kind.

The Centre aims to:

- Provide equal access to our services, activities and facilities
- Encourage participation from all sections of the community
- Promote community cohesion, understanding and respect
- Identify and remove barriers that may prevent individuals from participating fully
- Comply with the Equality Act 2010 and relevant legislation.

Through our programmes and community activities, we seek to ensure that everyone has the opportunity to contribute, participate and benefit from the services provided by Westfield Park Community Centre,

Westfield Park Community Centre is committed to equality of opportunity and welcomes applications from all sections of the community.

Selection for employment will be based solely on merit, skills and experience.

Further Information

If you would like an informal discussion about the role, please contact:

Adele Garvock

01324 619817

admin@westfieldparkcc.org.uk

We look forward to receiving your application.