

## **JOB DESCRIPTION COMMUNITY CENTRE MANAGER**

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<b>Job Title:</b>	Community Centre Manager
<b>Location:</b>	Great Ashby Community Centre, Whitehorse Lane, Stevenage, SG1 6NH
<b>Hours:</b>	Part time: 27.5 to 30 hours per week over 5 days Core hours: As agreed at appointment Core hours include a 30-minute unpaid break. The post holder will also be a key holder and will need to be available on evenings and weekends to respond to call outs from hirers.
<b>Responsible to:</b>	Great Ashby Community Centre Management Association Trustees

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### **Job Summary:**

#### **Overall purpose of the post:**

**To provide the day-to-day administration, maintenance and security involved in the running of the Great Ashby Community Centre, in an effective and efficient manner, within the guidelines laid down by the Trustees of the Great Ashby Community Centre Management Association.**

#### **Reporting to:**

The Trustees of the Great Ashby Community Centre Management Association.

#### **Main responsibilities:**

- To be flexible in managing the day to day demands of the post, with the ability to prioritise workload effectively.
- To provide a welcoming atmosphere to centre users.
- To respond to enquiries from members of the public regarding centre facilities and room availability.
  - To send out quotes to potential hirers and keep records of bookings.
  - To offer advice and information to anyone contacting the centre on a variety of enquiries.
- To oversee the upkeep, maintenance and security of the building.
  - To check the building for any signs of damage or general wear and tear.
  - To carry out work which would be reasonable for a layperson to carry out, for example meter readings, litter picking.
  - To order products for use in the centre from an appropriate supplier, e.g. hand wash, stationery.
  - To investigate any damage to the building or facilities and source and engage a suitable contractor to carry out work at the centre.
  - To arrange suitable times for works and services to be carried out with minimal disruption to the centre's activities.
  - To ensure that the cleaning is carried out to the agreed standard set out in the cleaning schedule and maintain regular contact with the cleaning company on issues arising.

- To ensure that hirers are fully aware of the opening and closing procedure using the keys and any other security equipment provided to them.
- To respond to emergency call outs, respond to calls from hirers or the security company and to arrange cover when not available due to absences such as annual leave or sick leave.
- To oversee the implementation of the Great Ashby Community Centre Management Association's Health and Safety policy, including those aspects that apply to users of the Great Ashby Community Centre's facilities.
  - To ensure that all contractors work to the Centre's Health and Safety Policy at all times.
  - To monitor the activities of hirers for Health and Safety issues, investigate complaints and issues that arise and ensure the timely repair of anything that would contravene the Health and Safety Policy.
  - To keep the centre's Accident Book up to date.
  - To act as a Fire Warden and First Aider when on site.
- To ensure that freelance and other contractual staff are engaged in line with Great Ashby Community Centre Management Association policies.
- To be proactive in ensuring that Equality and Diversity is central to the work of the Centre.

### **Promoting the use of the building**

- To promote the centre using a range of marketing tools including social media.
- To work alongside the trustees to raise funds for the benefit of the Centre; making recommendations to the Trustees based on feedback from members of the public.
- To maintain open communications with voluntary and statutory agencies in the area.

### **Financial and legal management**

- To manage and work within agreed budgets,
- To manage the payment of invoices.
- To inform and seek permission from the committee for any items outside the normal run of spending.
- To record monies taken from hirers.
- To follow procedures for financial transactions and keep accurate records of those transactions.
- To provide the Treasurer with any information required for them to fulfil their role and duties.

### **Overall management**

- To implement all Great Ashby Community Centre Management Association policies as agreed by the Trustees.
- To work with the Committee to develop policy, implement and monitor work programmes, and account for the work of GACCMA.

### **Special circumstances**

- Flexibility is required for attendance at the monthly, evening Trustee meetings and at occasional events.
- This job description may be amended from time to time, in consultation with the post holder, to include any other duties as required by the Trustees.
- This job description is not necessarily comprehensive, and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.