

Manager Job Profile

Located in Blackburn, the Kinellar Community Centre first opened its doors in March 2005. The Centre is owned by the community, with a dedicated team of local staff & volunteers. Hosting a large range of activities, classes and events, the Centre is truly at the heart of the community!

The centre includes many great opportunities as it is the home of the local indoor games hall, two meetings and event spaces as well as a community member based gym.

We are now looking for an experienced Community Centre Manager to help us grow and thrive.

Job Purpose

The Community Centre Manager will play a key role in ensuring the daily management and smooth running of the Community Centre. The Manager will work to ensure that the Centre is a vibrant, well-managed facility that operates safely within a sustainable framework for the benefit of the Blackburn community and the organisations who use it.

An important aspect of this role is to develop the business, including improving facilities and identifying new booking and funding opportunities by means of effective marketing, networking and innovative solutions.

The continued success of the centre will depend heavily on the organisational skills of the Manager and their ability to communicate effectively with all members of the community and work alongside colleagues, partners stakeholders and board members.

Main Duties and Responsibilities

- Manage the daily operations and maintenance of the centre under the direction set by the Kinellar Board.
- Develop and nurture positive working relationships with user groups and volunteers to enhance the services provided by KCC.
- Promote the use of the centre through maintaining and updating the centre's website, managing it's social media channels as well as networking with local stakeholders.
- Manage, support and develop the staff team, including regular appraisal meetings and identifying training and development opportunities. This also includes ensuring the team are scheduled for appropriate shifts and the recruitment of new members of the team.
- Develop services and facilities in alignment with the aims of Kinellar Board and its strategy.
- Seek and develop opportunities for community engagement.
- Identify new booking and funding opportunities by means of effective marketing, networking and innovative solutions.
- Take a key role in seeking out and procuring external funding opportunities
- Manage Centre spending keeping within budget requirements.
- Responsible for the health and safety of the building. This includes, in collaboration with the Board, the creation, review and updating of centre policies and procedures.
- Attend Board meetings and prepare required reports in advance.

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Other Related Duties

- Undertake such additional duties as necessary in relation to the work of the Community Centre.
- If an unforeseen circumstance occurs, attend the Centre at short notice

Personal Qualities

The successful candidate will be self-motivated to work altruistically with the Kinellar Board, staff team, customers and users of the Community Centre. The Board will support and mentor the new Manager to empower them to achieve their full potential within this role.

We are looking for someone who will have a strong commitment to helping members of the community get involved with the Centre. They will need to be self-reliant, energetic, able to work on their own initiative and to prioritise activities.

Desired Skills and Abilities

- A professional attitude and approach to the management of the Community Centre.
- Excellent written and verbal communication skills.
- High quality, customer focused skills.
- Confident, self-motivated, innovative and able to work under pressure.
- Good team leadership skills with the ability to develop and support all members of the team (full training will be provided).
- Able to prioritise work and demands.
- Understanding of financial budgets.
- Working knowledge of MS Office, particularly Word and Excel, and preferably some experience of using an online financial system, although full training in this area will be provided if required.

Salary and other details

- Core hours of 08.30 – 17.00, Monday to Friday, with the ability to work occasional flexible hours to work around organisational need.
- Salary will rise incrementally, and in accordance with achievement of targets.
- Holiday entitlement, 28 days per year inclusive of local holidays.
- The post holder will be required to be part of a stakeholder pension scheme.
- The successful candidate will undertake an initial three-month probationary period.
- Relevant training opportunities will be offered.

To Apply

Your current CV and covering letter should be sent to: ChairpersonKCH@outlook.com

Closing date: **Tuesday 10th October (12.00)**

Interviews: **Wednesday 11th October (between 17.00 & 20.00)**