



Loundsley Green Community Trust

Job Opportunity: Community Centre Manager

Background

Loundsley Green Community Trust (LGCT) is a non-profit community development trust, led by local volunteer residents. We operate a community centre & associated services. The shape of these are controlled by local people through a monthly open community meeting & quarterly trustees' meeting. These ensure that the trust provides the services that residents need. Any profits made by the community trust are returned to the local area through provision of subsidised space or community services/facilities.

LGCT was formed in 2010 to take on & convert a disused church for community use. Since then, use of the community centre has grown substantially. We are now in the process of finalising a lease for the adjoining house & garden, in order to extend the centre. This will provide additional meeting/training facilities and will also enable us to open 5 small office/treatment spaces for local people to start businesses. Our expansion means that we will need additional management effort to make the changes & run the expanded centre.

Job Description

This job role is to take a lead in expanding & running the community centre's operations and will include these specific tasks:

- Oversee day to day operations of the centre
- Lead on the effective marketing of our community facilities & business startup spaces; working with our volunteer team to ensure we have a good website & social media
- Provide line management & leadership for our caretaking and cleaning staff, to support them in ensuring that people using the centre have a quality experience
- Deal with complaints or praise about the centre, passing it on to trustees or others where required
- Keep a record of our volunteers and log of volunteer training needs / provision
- Work with our treasurer to ensure that the trust remains financially sustainable
- Ensure that there is someone available to call if things go wrong (mobile phone supplied)
- Work with our existing bookings volunteer to ensure that the centre is well used
- Identify possible changes / improvements to the trust's facilities/services; in order to deliver this, identify & cost potential suppliers - seeking appropriate trustee approvals
- Conduct procurement & management of contractors when making changes to the centre
- Manage delivery of change projects, ensuring completion on time / to required standard, while minimising disruption to users
- Work with trustees, who will set strategy based on the manager's operational input

Hours: 14 hours (2 days) per week - may be later extended depending on future growth

Remuneration: £22,500 per annum pro rata (£9,000 actual)

Payment of 10% of salary provided in lieu of pension scheme provision

Person Specification

- Interested & knowledgeable about our local community
- Some understanding of the needs of new businesses
- Basic project management skills
- Good literacy, numeracy & IT skills
- Capable at marketing with physical, digital & social media
- You'll be working for and with volunteers, whose time may be limited and may not be consistently available. Flexibility, empathy & support for others are highly important.
- Friendly & welcoming to customers & potential volunteers
- Good communication & facilitation skills
- Good team worker
- Organised & trustworthy administrator with good paperwork & filing skills
- Flexible approach to work within the constraints of a community project
- Financially astute when costing items for sale or discussing potential costs
- Good at building community within a group of people
- Line management skills
- Basic procurement skills
- Access to transport would be beneficial

To apply

Please send your CV with a covering letter & two references by email to jobs@lgct.org.uk
You will be asked before we contact your references.

The closing date is 26th April 2019 at 5pm.
We are expecting to interview on Tuesday 7th May.

If you have any questions, please contact Simon Redding on the above email,
or by phone/text on 0741 999 1484.