



Role	Centre Manager-Leasowe Community Centre (2-year fixed term)
Responsible to	LYPCA board
Hours	30 per week over 5 days
Salary	£33,000 pro-rata
Location	Leasowe Community Centre
Working hours	30 hours over 5 days, some evening working.

Summary of Role

This is an exciting opportunity for an experienced community centre manager. LYPCA has received funding from the Henry Smith Foundation for one year. The centre manager will be responsible for day to day running of Leasowe Community Centre. To work with Wirral Borough Council in partnership to develop a health and wellbeing hub, which will integrate with Wirral Evolutions Day services. To connect all organisations, schools, churches and community groups in Leasowe with strong leadership.

Key Responsibilities

1. Centre Management

- Ensure all policies, procedures and regulations are implemented and regularly updated
- Help plan and co-ordinate meetings and events and to risk asses to minimise risk to volunteers, partners and attendees.
- Ensure arrangements are made for the opening and closing of the building. Manage all bookings of the community centre as well as hire of equipment, includes setting up rooms for activities and tidying up after activities.
- Maintain and develop operational policies and procedures that are fully compliant with legal requirements, such as health and safety, fire procedures.
- Implement hiring procedures and ensure are adhered to
- Deal with day-to-day issues at the centre
- Work with volunteers at the centre and recruit additional volunteers

2. Finance

- Keep up to date financial records for all hiring of centre
- Work with treasurer to ensure all banking procedures are followed
- Report to JMC on a 6-weekly basis with detailed financial reports
- Maintain petty cash records

- Log income and expenditure against funders and budget areas in partnership with the treasurer

3. Administration

- Play key role in meetings, reporting back to the management committee
- Keep weekly track of visitor numbers, events and activities
- Maintain and collect data as required to feed into monitoring and evaluation
- Work with partners across the estate to develop collaborative working and avoid duplication
- Maintaining website and social media

4. Development

- Develop positive relationships with a range of stakeholders providing funding to charities, including 3rd Sector, Public Sector, and the Business Sector, to raise awareness and promote the business.
- Build relationships and partnerships and pursue funding avenues to realise new service activity in line with the company's charitable objectives.
- Work with the JMC and council to ensure that the move from charity to CIO is seamless and implement new governance strategy
- Identify opportunities for service development through new funding streams, partnership, and commissioning opportunities.
- Ensure compliance with governing bodies

5. Community

- Develop effective ways of engaging with the community of Leasowe, encouraging local people to access services and activities provided at Leasowe Community Centre
- Act as a community leader to galvanise the community into action
- Work with partners to develop meaningful projects for the benefit of the community
- Analyse data relating to community insight

Any other duties the management committee requires

Skills and abilities	<ul style="list-style-type: none"> • IT skills, proficient in the use of Microsoft Office applications • Ability to build rapport with people from all backgrounds • Excellent verbal and written communication skills • Ability to work well under pressure and meet deadlines • Excellent customer service skills • Effective coaching and delegation skills
Knowledge and qualifications	<ul style="list-style-type: none"> • Good understanding of Data protection, GDPR, confidentiality and safeguarding • Management experience (desirable) • Experience of working within the charity sector • Experience of managing projects • Volunteer management experience
Experience	<ul style="list-style-type: none"> • Extensive experience in admin role • Experience of undertaking financial management • Experience of setting up/maintaining office systems • Experience of working within communities • Experience of social media and website content and planning • Line management experience
Values and personal attributes	<ul style="list-style-type: none"> • Non-judgemental • Empathetic and flexible • Commitment to equality and diversity & inclusion

Hours of work 30 hours per week over 5 days Monday to Friday

- flexible hours can be arranged
- Some evening work involved