



Community Centre Manager Job Description

Job Title:

Community Centre Manager

Responsible To:

Board of Trustees

Location:

Cutteslowe Community Centre,
31 Wren Road, OX2 7SX

Hours:

25 hours per week (flexible working may be considered)

Salary:

£18.34/hr (£35,400 pro rata)

Contract:

Permanent

ABOUT THE CENTRE

Cutteslowe Community Association (CCA) supports local residents and aims to promote community engagement, advance education and developmental opportunities and enhance health and wellbeing. We work to promote social inclusion and diversity and support families and individuals in need; creating a safe and supportive environment for everyone. We work to reduce inequality within our community; providing opportunities and experiences for lifelong learning and skill development. Cutteslowe Community Centre is non-party in politics and secular in faith. It aims to benefit Cutteslowe and the surrounding district to help create a strong, resilient community where people feel empowered, supported, and connected.

JOB PURPOSE

The Community Centre Manager is responsible for the effective day-to-day management, operation and development of Cutteslowe Community Centre. Working closely with the Board of Trustees, the postholder will ensure the Centre remains a welcoming, inclusive and financially sustainable community asset that meets the needs of local residents and organisations.

The role provides leadership for staff and volunteers, manages facilities and resources, develops community partnerships and activities, and ensures the charity operates safely, effectively and in compliance with all relevant legal and regulatory requirements.

KEY RESPONSIBILITIES

1. Leadership and Management

- Lead the day-to-day operation of the Community Centre, ensuring high standards of service delivery and community engagement.
- Recruit, manage, support and develop staff and volunteers.
- Create a positive, inclusive and collaborative working culture.
- Conduct regular supervision, performance reviews and development discussions.
- Support workforce planning and volunteer recruitment.



2. Community Engagement and Development:

- Build and maintain strong relationships with local residents, community groups, statutory agencies, schools, businesses and partner organisations.
- Promote the Centre and increase participation in activities and services.
- Identify opportunities to develop new programmes, activities and partnerships that respond to community needs.
- Ensure the Centre remains welcoming, accessible and inclusive for people from diverse backgrounds.
- Managing community events, for example organising coach trips, Wishing Tree and Light festival.

3. Facilities and Operations Management

- Oversee the safe and efficient operation of the Centre and its facilities.
- Oversee and support the management of bookings, room hire arrangements and customer enquiries.
- Coordinate building maintenance, repairs and improvement projects.
- Manage contractors, suppliers and service agreements.
- Ensure facilities are maintained to a high standard and provide a safe environment for users.

4. Financial Management and Fundraising

- Support financial planning and monitoring to ensure long-term sustainability.
- Identify funding opportunities and contribute to fundraising activities.
- Work with the treasurer to prepare and support grant applications and monitor grant-funded activity and reporting requirements.

5. Governance and Trustee Support

- Work closely with the Board of Trustees to support delivery of the charity's objectives.
- Prepare reports, information and recommendations for Trustee meetings.
- Support implementation of Board decisions and strategic priorities.
- Contribute to business planning, service development and organisational improvement.

6. Compliance, Safeguarding and Risk Management

- Ensure compliance with charity, employment, health and safety, data protection and other relevant legislation.
- Act as the Centre's safeguarding lead or coordinate safeguarding arrangements as required.
- Maintain and review organisational policies and procedures.
- Ensure appropriate risk assessments are completed and monitored.
- Maintain accurate organisational records and reporting systems.

7. General Responsibilities

- Act as an ambassador for Cuttleslowe Community Centre.
- Promote the charity's values of equality, diversity, inclusion and community participation.
- Undertake any other duties reasonably consistent with the responsibilities of the post.



PERSON SPECIFICATION (DESIRABLE)

- Experience of managing staff, volunteers, services or operational activities
- Experience supervising, motivating and supporting others
- Experience managing budgets and financial information
- Experience building partnerships and stakeholder relationships
- Experience managing facilities, premises or community-based services
- Experience working within the charity, community or voluntary sector
- Experience supporting or working with a Board of Trustees
- Experience of fundraising, grant applications or grant management
- Experience developing community programmes or activities

Knowledge (Essential)

- Understanding the importance of safeguarding responsibilities
- Understanding of the importance Health & Safety requirements
- Understanding of the importance equality, diversity and inclusion principles
- Understanding the importance of data protection and confidentiality requirements
- Understanding of charity governance and the role of Trustees (Desirable)

Skills and Abilities (Essential)

- Excellent organisational and planning skills
- Strong leadership and people management skills (Desirable)
- Strong written and verbal communication skills
- Ability to build positive relationships with a wide range of stakeholders
- Ability to prioritise workload and manage competing demands
- Ability to analyse information and make sound decisions
- Ability to work independently and use initiative
- Competent IT and administrative skills
- Ability to prepare reports and present information clearly
- Effective problem solver
- Experience of event management and/or planning (Desirable)

Personal Qualities (Essential)

- Friendly, approachable and community-focused
- Proactive and solutions-focused
- Flexible, adaptable and able to stay calm under pressure
- Committed to equality, diversity and inclusion
- Professional, trustworthy and reliable
- Commitment to the aims and values of the charity



OTHER REQUIREMENTS

Essential

- Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Willingness to occasionally work evenings and weekends to support community activities and events.

Desirable

- Relevant management, community development, charity management or facilities management qualification.

Application Closing Deadline:

Midnight on Sunday 1st November

Interview Date:

TBC, likely 6th or 9th November

**For queries or additional information
please contact Centre Manager Steph
Jankovic at stephjankovic.cca@gmail.com**

