



Role:	Community Centre Manager
Hours:	18.75 hours per week, to be worked flexibly across the week. This may include evenings and occasional weekends where necessary. Additional hours may be available subject to funding.
Salary:	£24,310-£25,526 pro rata, depending on experience and qualifications.
Contract Term:	12 months fixed term with the possibility of extending this subject to funding and Trustee review.
Annual Leave:	25 days pro-rata plus public holidays, rising by 1 day per year up to a maximum of 30 days.
Based at:	Sedbury Space, 11 King Alfreds Rd, Sedbury NP16 7AG.
Responsible to:	1) The Sedbury Space appointed person for day-to-day Line Management and 2) the appointed Forest Voluntary Action Forum Manager for annual employment review.

About Us

Sedbury Space has been established as a community group and charitable organisation to:

- enhance community cohesion and inclusivity
- encourage participation and volunteering
- promote physical, mental and emotional well-being
- provide improved access to services and advice within the local community
- provide a valued community space that will complement other community venues and facilities.

Our Values

- Provide a Welcome
- Participate Collaboratively
- Respect Everyone
- Act with Integrity.

The Role

The post holder will be responsible for the day to day management and running of the Community Centre, in partnership with the Trustees; the Management Committee; and other volunteers. Depending on experience and expertise the role will include carrying out or, where appropriate, facilitating volunteers to carry out the following tasks:

Main Tasks

Manage Resources	Build Partnerships	Encourage Participation & Volunteering
<p>Manage the resources and consumables for the centre.</p>	<p>Liaise with Sedbury Space hirers to manage bookings.</p>	<p>Assist Trustees in recruiting and arranging training for volunteers.</p>
<p>Comply with health & safety and food hygiene requirements.</p>	<p>Raise awareness of what is on offer, through keeping the display boards and website up to date.</p>	<p>Organise rotas for the activities, seeking feedback on what works well to support the volunteers.</p>
<p>Manage confidential volunteer records and all financial records.</p>	<p>Build and develop partnership links in the local community.</p>	<p>Carry out induction and development of volunteers.</p>
<p>Monitor the state of premises, maintenance and repairs liaising with Two Rivers Housing.</p>	<p>Promote the centre by networking with others across the District and the County and the immediate area.</p>	<p>Listen to needs and suggestions from participants and involve them in shaping the development of Sedbury Space.</p>
<p>Maintain a 'Friends of' register and annual subscription renewal.</p>	<p>Monitor and appraise the work done and report to Trustees.</p>	<p><i>Sedbury Space and FVAF are committed to providing bespoke mentoring, training and development to staff appointed to this role.</i></p>
<p>Seek out funders and assist trustees in writing funding bids.</p>	<p>Arrange an annual celebration event alongside participants and volunteers.</p>	

Job / Person Specification

An energetic, caring, community minded team member with the following skills, knowledge and experiences:

<i>Essential Skills</i>	<i>Desirable</i>
<ul style="list-style-type: none"> ✓ The ability to build positive and productive relationships that support cohesive and active communities. ✓ Strong organisational skills with attention to detail. ✓ A strong and empathetic communicator with trust-building skills. ✓ A flexible approach to work. ✓ Confidence in dealing with challenges in a proactive manner. ✓ A can-do proactive attitude with the ability to respond positively to new situations. ✓ A confident user of a wide array of communication tools including social media. ✓ A confident user of organisational tools including IT software, databases, and MS Office applications. 	<ul style="list-style-type: none"> ✓ Evidence of building trust within local communities ✓ Evidence of monitoring progress and measuring impact

<p><i>Essential Knowledge</i></p> <ul style="list-style-type: none"> ✓ An understanding of working with older people strengths, needs, challenges ✓ An understanding of the impact of isolation, deprivation, engagement barriers, disability and mental health challenges ✓ An understanding of models of Community Development and how to implement them ✓ Knowledge and understanding of GDPR regulations. 	<p><i>Desirable</i></p> <ul style="list-style-type: none"> ✓ A knowledge of the Forest of Dean, Parish of Tidenham and Sedbury ✓ An understanding of Asset Based Community Development and how to use it ✓ Understanding and knowledge of working within a rural community ✓ Understanding of health provision in the Forest of Dean and cross border working ✓ Understanding of conflict management and mediation
<p><i>Essential Experience & Qualifications</i></p> <ul style="list-style-type: none"> ✓ Experience of managing a budget ✓ Experience of working within or with the voluntary and community sector ✓ A proven track record of running or facilitating community-fled projects ✓ Experiencing of recruiting, managing and coordinating volunteers ✓ Experience of record keeping and managing confidentiality ✓ Experience of working effectively within safeguarding guidelines and procedures. ✓ A full driver's licence with access to a vehicle is required. 	<p><i>Desirable</i></p> <ul style="list-style-type: none"> ✓ Experience of project management ✓ Experience of engaging and working with groups that we find hard to reach ✓ Experience of seeking out and writing successful funding applications and reporting to funders. ✓ Educational attainment in a relevant field is desirable but not essential. Necessary support and training will be provided to the successful candidate. ✓ A valid First Aid and Food Hygiene certificate is desirable but training can be provided if these are not already held.

All duties must be carried out in compliance with Forest Voluntary Action Forum and Sedbury Space policies and procedures.