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**JOB DESCRIPTION**

**JOB TITLE: Hill House Community Centre Manager**

**RESPONSIBLE TO:** Head of Partnerships, Impact and Equalities

**RESPONSIBLE FOR: Building Management, Business Development, Staff and Volunteer Management.**

**SALARY: £34,000 - £38,000**

**HOURS:** 35 hours per week including some unsociable hours (there will be some evening and weekend work for which time off in lieu will be given)

**CONTRACT:** 2 years fixed term

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**Purpose of the Post:**

Supporting Hill House Community Centre to achieve its aims and objectives, particularly those concerned with meeting the recreational, education and social needs of the local community it serves.

Manage paid staff, volunteers, the premises and all resources of Hill House Community Centre. To support and deliver the business plan and social aims of Hill House.

To successfully deliver this role will require working with the Community Action Sutton team and partners in the voluntary, community and social enterprise sector, local business, housing, health, police, fire service and local authority.

**Organisation and management**

* Organise and administer the affairs of Hill House efficiently and effectively on a day-to-day basis.
* Implement the policies of the Charity, including those on equal opportunities, finance and health and safety.
* Supervise the work of all staff and volunteers and ensure they adequately perform the functions for which they are engaged.
* Seek to develop friendly contact with groups, organisations and individuals within the Centre and the local area.
* Seek ways to reduce operating costs and improve efficiency.

**Stakeholders**

* + Foster constructive and cooperative relationships with all stakeholders.
  + Develop good working relationships with all stakeholders and uphold the good name of the Community Action Sutton.
* Complete the negotiations for room hire in line with agreed policy.

**Building Management**

* + Ensuring high standards of presentation and maintenance of building and external land.
  + Be fully familiar with all property appliances and service contracts.
  + Ensure compliance with Health and Safety Legislation and all other general legislation. Support delivery of all statutory tests that are required eg. Fire alarm testing working with the local authority.
  + Identify and consult with CAS CEO and line manager improvements required for building.
  + Co-ordinate and manage the standard of workmanship on the building.
  + Income generation and bringing in revenue to maintain the building.

**Staff Management**

* Supervising and motivating staff and volunteers, ensuring that workloads are appropriate and quality of work is acceptable.
* Carry out support sessions and appraisals in line with CAS policies.
* Carry out regular reviews and arrange training as necessary. Provide training on site, as appropriate.
* Ensure good communication and team work.
* Assist in the provision and delivery of training and induction for new Centre staff and volunteers.

**Finance**

* Review expenditure and achieve cost savings where possible, whilst maintaining high standards of service and presentation.
* Responsible and accountable for all expenditure.
* Income generation and fundraising for Hill House and Hill House projects.

**Marketing**

* Promote added value services
* Organise and manage events.

**Equalities Considerations**

1. To pay particular attention to the needs of marginalised and disadvantaged communities in developing the place based approach

**Impact and Learning**

1. To develop an approach (with the Head of Partnership, Impact and Equality) for measuring impact
2. To produce regular reports on activity and learning for Community Action Sutton and for partners

**General**

1. Ensure good practice in all development work, and ensure all delivery is effectively monitored in order to demonstrate impact.
2. Provide monitoring reports and updates to funders, the Chief Executive and Board of Trustees as required.
3. Be an active member of the Community Action Sutton Staff Team and attend all relevant meetings.
4. Receive and participate in supervision and training as deemed necessary and in line with Community Action Sutton policies.
5. Operate within and promote Community Action Sutton policies in areas of equal opportunities, health and safety and customer care.
6. Any other task commensurate with position.

**PERSON SPECIFICATION**

**Knowledge/Experience**

1. Experience of developing and delivering place/area based community development.
2. Experience of managing buildings.
3. Experience of working with and supporting the diversity of community members in a community and strategic setting
4. Experience of working with grassroots organisations
5. Experience of working in partnership with local communities, voluntary and community sector, local businesses and the public sector at a local level
6. Knowledge and experience of supporting the development and growth of local projects, community groups and voluntary organisations
7. Experience of managing staff and/or volunteers.
8. Experience of income generation.

**Skills:**

1. Able to undertake primary research using community friendly tools and techniques
2. Able to collate and present local needs and profile data in ways that are accessible to a wide range of audiences
3. Able to manage projects from inception to evaluation and measuring impact
4. Identifying funding and writing successful funding applications
5. Facilitating small groups/networks
6. Production of learning resources and materials

**About you:**

1. A clear and evidence based commitment to equality and diversity
2. A demonstrable commitment to the values, principles and process of community development
3. Willing to participate as an active member of the Community Action Sutton staff team
4. Willing to learn and reflect through supervision, training and other learning opportunities

**Organisational:**

1. To promote the work of Community Action Sutton’s services to generate income
2. To provide monitoring reports and update to funders, the CEO and the Board
3. To operate within and promote Community Action Sutton’s policies and procedures