



## **Mount Eagles / Lagmore Youth and Community Association (MELYCA)**

### **Job Description**

**Job Title:** Centre Manager

**Responsible to:** Management Committee

**Contracted Hours:** 20 hours per week

**Contract Length:** 1 year (to be reviewed annually based on funding)

**Salary:** £27,741 per annum (pro-rata)

#### **Overall Purpose of the Job:**

- The Centre Manager will oversee the day-to-day operations of the MELYCA Hall, ensuring efficient management, promotion, and utilization of the facility to benefit the local community. This role is pivotal in maintaining a safe and welcoming environment while fostering increased community engagement and usage.

#### **Key Responsibilities:**

##### **1. Hall Management:**

- Coordinate hall bookings, ensuring efficient scheduling and use of facilities.
- Liaise with user groups, stakeholders, and Trustees to facilitate smooth operations and resolve any issues that may arise.
- Maintain accurate records of bookings, payments, and financial transactions.

##### **2. Community Engagement:**

- Develop and implement strategies to attract and retain hall users.
- Actively engage with community groups, local residents, and organisations to understand their needs and preferences.
- Promote the hall as a hub for community activities and events.

### **3. Health and Safety:**

- Ensure compliance with health and safety regulations within the hall premises.
- Conduct regular inspections and risk assessments to maintain a safe environment for all users.
- Implement and review health and safety policies and procedures as necessary.

### **4. Website and Communications:**

- Manage and update the hall's website and social media platforms to promote events and activities.
- Prepare newsletters, updates, and promotional materials to enhance community awareness and engagement.

### **5. Administration and Reporting:**

- Prepare and present regular reports to the Trustees on hall usage, financial status, and community impact.
- Maintain accurate records and documentation related to bookings, finances, and community interactions.
- Assist in budget preparation and financial management, ensuring responsible stewardship of resources.
- Attending meetings where necessary, taking notes on key points of information.

### **6. Programme Management**

- Planning and delivery of centre programme.

### **Qualifications and Experience:**

- Minimum of GCSEs in Maths and English (or equivalent).
- Previous experience in an administrative or supervisory role, preferably within a community or facilities management setting.
- Strong organisational skills with the ability to manage multiple tasks effectively.
- Excellent communication and interpersonal skills, with a customer-focused approach.
- Proficiency in Microsoft Office suite and basic IT skills.
- Experience in community engagement, event management, or facility administration is advantageous.

### **Personal Attributes:**

- Proactive and self-motivated with a passion for community development.

- Ability to work independently and as part of a team, fostering a collaborative and supportive environment.
- Flexible and adaptable, capable of handling changing priorities and challenges.
- Commitment to maintaining high standards of professionalism, integrity, and ethical conduct.

**Additional Requirements:**

- Availability to work occasional evenings or weekends as required by hall activities or community events.
- Possession of a valid driver's license and access to a vehicle is desirable