

## **Lower Oldpark Community Association**

### **JOB DESCRIPTION**

**JOB TITLE: CENTRE MANAGER**

<b>JOB TITLE:</b>	Centre Manager
<b>RESPONSIBLE TO:</b>	Board of Directors
<b>CONTRACTED HOURS:</b>	37.5 Hours per week
<b>SALARY:</b>	£28,629.00

### **JOB PURPOSE**

Responsible for the efficient and effective operation of Lower Oldpark Community Centre, including financial and staff management, strategic planning and project development.

### **MAIN RESPONSIBILITIES**

#### **Strategic Management:**

- To report to Lower Oldpark Community Association (LOCA) at its meetings on the progress of the organisation on all matters relevant to the discharge of the Committee's responsibilities.
- Utilise inputs from each of the Projects to develop a strategic plan for the Centre, designed to improve performance, effectiveness and service.
- To ensure expenditure is controlled in line with the annual budget as approved by the Committee and to be responsible for the overall finances of the organisation, by ensuring that appropriate financial and accounting systems are applied.
- To provide regular financial statements for the Committee at its meetings.
- Engage and empower staff to ensure that all work undertaken lies within the overall objectives of LOCA, as agreed with the Management Committee.

- Maintain a thorough understanding of the threats and opportunities in the context in which LOCA operates in order to suggest options to manage risk and capitalise on opportunities.

#### **Support effective Governance**

- To support the Management Committee in ensuring an appropriate membership of the Committee with the relevant skills and backgrounds.
- To support the Committee in ensuring effective governance.
- To support the Committee in understanding and fulfilling their legal obligations.
- To support the Committee in ensuring new Committee members are effectively inducted.
- To support the Committee in effective planning for Committee meetings.

#### **Operational Management**

- Accountable for the design, delivery and adherence to all policies and procedures, including those relating to Health & Safety and Human Resources.
- Responsible for the efficient and effective management and co-ordination of Projects and supporting services, including those relating to HR, Finance, IT and administration.
- Oversee the work carried out by each Project, ensuring the delivery against a set of defined objectives.
- Facilitate the integration of the different aspects of LOCA's work, through team meetings and effective communication.
- Monitor and evaluate service provision, in conjunction with other staff members.
- Oversee and manage projects such as new fundraising initiatives, where required.

#### **Finance Management**

- Ensure transparent, timely and effective financial management and reporting.
- Manage the finance resources of the Centre to develop and maintain financial procedures, monitor budgets, reports including those required by Auditors, Funders and the Management Committee.

- Liaise with other staff to monitor budgets as appropriate.

### **Liaison and Representation**

- Be an effective Ambassador for the organisation.
- Plan and deliver effective presentations.
- Nurture and deal with the media in a positive manner.
- Identify, develop and maintain excellent relationships with key stakeholders.
- Represent LOCA as required in public meetings, conferences, advocacy and fundraising events.
- Participate in networks, with other partner organisations and other key stakeholders.
- Working closely with Neighbourhood Renewal Partnership and Community Partnership to ensure the delivery of objectives and the development of services.

### **Fundraising**

- Generate income through application to Funders.
- Manage and adhere to funder requirements, including the adherence of clinical guidelines.
- Raise additional funds through the design and implementation of fundraising initiatives.

### **People Management**

- Lead, direct and guide staff in the achievement of operational and strategic objectives.
- Provide support, direction and leadership to team members.
- Carry out regular performance management reviews, setting objectives and facilitating on-going staff development.
- Effectively manage under-performance within the team.
- Oversee HR processes, such as recruitment, updating policies and procedures.

- Responsible for the adherence to Human Resource policies and procedures within the Centre.

### **Involving the local community**

The Centre Manager is responsible to ensure that: -

- Local people, users and potential users are informed in every aspect of the planning, delivery of the centre's activities and area regeneration.
- To organise programmes and activities that engage the local community to help develop practical skills and environmental awareness.
- To liaise with statutory bodies and political representatives in situations that affect or disrupt the wellbeing of the community.