

LOUGHGIEL
Community Association



Loughgiel Community Association Millennium Centre Operations Manager

**Candidate Information Pack
October 2024**



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**Loughgiel Community Association
Candidate Welcome**

About Us

Dear Applicant,

Thank you for expressing your interest to become our Operations Manager for the Millennium Centre, Loughgiel.

This is a pivotal and exciting time to join Loughgiel Community Association Ltd.

While former employees' expertise will be missed, we are committed to maintaining the high standard of service and support that our community has come to expect.

We are actively pursuing opportunities to diversify our income sources. Exploring grants, fundraising activities, partnerships, and other revenue-generating initiatives, we aim to reduce our reliance on a single funding stream and secure the financial stability needed to thrive.

We are implementing efficient financial management practices, budgets and budget reviews, expense monitoring, and optimisation of operational efficiency, improved IT, and software, all will ensure the effective use of resources and improve service users experience. We look forward to working with the right Operations Manager to explore new fundraising events and campaigns and to engage the community and raise funds.

Loughgiel Community Association remains dedicated to measuring and reporting on the impact of our work. By showcasing the positive outcomes and value we create, we aim to demonstrate our effectiveness and attract continued support from funders and the community.

You will have the support of our community, partners, the board of directors, and volunteers, and play a key role in building a bright future and achieving financial steadiness for the benefit of all those we serve.

Please find enclosed relevant information relating to the role.

- You must complete the enclosed application form and include a covering letter telling us why you are attracted to this position.
- You must clearly demonstrate how you meet the Essential Criterion in the application form.
- If you would like any further information, please do not hesitate to contact seniorhradvisor@viablecs.org
- Thank you for your interest in working with Loughgiel Community Association (LCA).



Loughgiel Community Association About Us

About Us

Background and context

Loughgiel Community Association (LCA) was formed in 1988, initially operating from a community owned building and other venues. Its main purpose was to assist in the social, environmental, educational, and economic development of Loughgiel. It achieved this through organising activities for older people, an after schools' club, a youth club and computer suite, however these activities were spread out through the area. The lack of a central venue was identified as an urgent need in the area, through a Community Audit in 1996. This Audit led to the development of the Millennium Centre in 2000. This project was managed very successfully from start to finish by Loughgiel Community Association and was completed using the principles of PRINCE2 methodology, which required excellent project management and financial management skills. The centre cost one million pounds, of which the Association fundraised £50,000 through a 'Buy a Brick' campaign with residents and businesses. Not only did this fundraising event successfully succeed in raising the required monies, but it also ensured local ownership of the centre, as the local community bought into the building. Over 40 volunteers were recruited and managed to undertake the fundraising campaign. The build was completed on time and within the allocated budget, building the capacity of the group further.

The development of the Millennium Centre has led to the LCA employing 18 staff and running a significantly increased number of activities. The centre has an average of 2,500+ people through the door each week. LCA has an excellent management structure in place and has high staff retention. This employment brings £200,000+ into the local economy.

Present Day Activities	Present Day Services
Administration office building and IT training room	Supporting People
Early years Centre, after school, pre school	Health and wellbeing initiatives
Youth Club	Childcare
Main sports hall Function hire	Early years education
Café and commercial kitchen	Greenways
Walking path	Social Prescribing
Poly Tunnels	Training and education
Men's Shed	
Meeting hall (Donnelly suite)	
Commercial rental units	

Loughgiel Community Association's core focus is:

A. To relieve poverty, sickness and the aged, and to promote the benefit of the inhabitants of the parishes of Loughgiel, Co Antrim and environs (hereafter described as 'the area of benefit') without distinction of age, religious or other opinion, by association the statutory authorities, voluntary organisations and inhabitants in a common effort to advance education, and to provide facilities in the interests of social welfare for recreation of other leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

B. To secure the establishment of a community Centre (hereinafter called 'the Centre') and to maintain and manage or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the association and its constituent bodies in furtherance of the above objective.

This ethos is applied to all activities/services undertaken by the association. It serves as a guiding principle for the organisation's strategic decision-making and actions, providing a clear direction for fulfilling its mission and values.

Mission Statement

"Improving the Quality of Life in Loughgiel"

Vision, Mission, and Values

The vision statement of Loughgiel Community Association reflects its aspirations and future goals. It emphasises the organisation's commitment to meeting the needs of the community it serves in a flexible and proactive manner. The association aims to be responsive to the evolving needs of the community and adapt its programs and services accordingly. LCA is dedicated to continuous innovation and development of new projects and is committed to staying current and relevant, ensuring that its initiatives align with the identified needs of the community. By actively seeking out new opportunities and approaches, the association aims to provide effective and impactful solutions to the challenges faced by the community. Overall, the vision statement of Loughgiel Community Association conveys a forward-thinking approach, emphasising flexibility, proactivity, innovation and community focus. It serves as a guiding principle for the organisation's strategic decision-making and actions, providing a clear direction for fulfilling its mission and values.



Loughgiel Community Association Job Description

Millennium Centre Operations Manager Job Description

Job Title:	Operations Manager
Responsible to:	Board of Directors who also act as charity Trustees
Hours:	38 hours per week
Salary:	£30,000 (Negotiable after successful probationary period)
Pension:	Employer Pension Contribution
Annual Leave:	20 days plus 8 statutory
Location:	In-Person, Based in the Millennium Centre, 38 Lough Road, Loughgiel
Probation Period:	6 months
Contract:	Permanent (Subject to funding)

Key purpose of post

The primary purpose of this role is to assist in the social, environmental, educational, and economic development of the community of Loughgiel through the management and coordination of the community's centre. The Operations Manager will be responsible for planning and implementing programs, events, and initiatives that address the needs and interests of the local community and that align to our constitution, mission, and values.

This job description is neither definitive nor restrictive. There will be a need for flexibility as demands, trends and structures change and evolve. The Operations Manager will work closely with the Board of Directors in providing core leadership and in managing the strategic direction and development of our charity, Loughgiel Community Association Ltd.

Main Duties and Responsibilities

General operations:

- 1.1. Manage and coordinate all aspects of the day to day running of the millennium community centre.
- 1.2. Ensure effective management of the building, including statutory inspections, building maintenance, cleaning, keyholder duties and procurement.
- 1.3. Develop and implement programs, events, and activities to promote social, environmental, educational, and economic development.
- 1.4. Engage with local residents, organisations, and businesses to identify needs and opportunities for collaboration.
- 1.5. Foster strong community partnerships to enhance the resources and services offered at the centre.
- 1.6. Coordinate and collaborate with relevant stakeholders to provide educational and skill-building opportunities for community members.
- 1.7. Manage storage space, equipment, and all facilities at the centre.
- 1.8. Liaise with all user groups and have accountability for the bookings diary and invoicing, working closely with the centre staff and the board of directors/trustees.
- 1.9. Plan and organise community events, workshops, and classes that promote community engagement and well-being.

Job Description

Health & safety

- 2.1 Oversee facility maintenance and ensure a safe and welcoming environment for all users.
- 2.2 Carry out and regularly update risk assessments including updating the risk register.
- 2.3 Ensuring compliance with relevant regulations and legislation.
- 2.4 Outsourcing and updating fire risk assessments.
- 2.5 Providing health and safety training to all staff and volunteers.
- 2.6 Overall responsibility for the health, safety and welfare of creating a safe and secure environment for all who work and use the community Millennium Centre.
- 2.7 Implement safety and security measures to protect the community and centre/service users.

Human Resources

- 3.1 Manage, recruit, train, and coordinate volunteers and staff members.
- 3.2 Implementation of Human Resource Software.
- 3.3 Recruitment and selection in line with existing policies and procedures.
- 3.4 Employee induction/onboarding.
- 3.5 Performance management (This may include conducting reviews, disciplinary, and rewarding performance).
- 3.6 Employee and volunteer development; identifying training needs and creating opportunities for growth within existing employees.
- 3.7 Ensure compliance with employment laws and regulations (24hr support is provided through an independent third party of qualified HR experts to assist with all HR).
- 3.8 Conflict resolution: You may be required to handle conflicts or disputes and conclude with a fair and amicable resolution.
- 3.9 HR administration: You will be responsible for maintaining accurate and up-to-date employee records, HR administration is transitioning to our new HR software that you will need to manage.

Financial responsibilities

- 4.1 Maintain accurate records, budgets, and reports related to community centre activities.
- 4.2 You will be responsible for managing budgets set by the board of directors/trustees.
- 4.3 The manager will be responsible for the preparation of financial reports required by the board of directors/trustees of the charity.
- 4.4 The manager is responsible for expense management.
- 4.5 You will be responsible for implementing strategies for revenue generation to support the charitable work and projects of Loughgiel Community Association.
- 4.6 Compliance with financial regulations. The manager will be delegated the financial reporting requirements including filing returns, following accounting standards, and filing accounts of the relevant public registers including the Charity Commission for Northern Ireland and Companies house.
- 4.7 The manager is responsible for ensuring policies and procedures are adhered to prevent fraud and misappropriation of funds.
- 4.8 Grant management to include sourcing grants and funding, ensuring funding is applied to projects in compliance with the conditions of letter of offer, completion of project evaluations, maintaining correct financial records for inspection and reporting.

Job Description

Marketing and engagement

5.1 The manager will be responsible for developing marketing strategies to promote the work of the charity and to encourage active participation from as many community members as possible.

5.2 Creating marketing materials and overseeing the creation of marketing materials such as digital content, posters, flyers, email marketing content, text, and other communications.

5.3 Market the services and facilities to increase community engagement and build good relations.

5.4 Collaboration with Loughgiel Community Association's board of directors/ trustees and other stakeholders is essential to align the Centre's activities with broader community goals and to ensure legal compliance with company, charity, fundraising, health and safety and other legal requirements. You will attend at least one monthly meeting with the board of directors/trustees.

Project Management

6.1 Plan, coordinate and oversee community improvement projects for LCA.

6.2 Collaborate with the Board and relevant stakeholders to define project goals, objectives and outcomes when the project is complete.

6.3 Develop project budgets, timelines and resource allocation plans for applications.

6.4 Monitor project progress at regular intervals, resolve issues as they arise and report updates to the Board at regular intervals.

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager.



Loughgiel Community Association Person Specification

Person Specification

Essential Criteria	Desirable Criteria
Qualifications	
<ul style="list-style-type: none"> • 5 GCSEs at grade C and above to include GCSE English and Math's <p>Plus</p> <ul style="list-style-type: none"> • 3 years' recent proven experience in a Senior leadership role <p>OR</p> <ul style="list-style-type: none"> • 5 year's recent Senior leadership experience in a Business, Public Sector, or Community/Voluntary setting 	<ul style="list-style-type: none"> • Working knowledge of Human Resource process at Senior Management level
Experience	
<ul style="list-style-type: none"> • 3 years' recent proven experience in a Senior leadership role, ideally within a charitable organisation, in any of the following areas: <ol style="list-style-type: none"> Human Resources / People Management Community development Project delivery Fundraising and/or Grant application and delivery <ul style="list-style-type: none"> • Knowledge of the voluntary and third sector 	<ul style="list-style-type: none"> • Report writing to a voluntary board of directors and charities trustees • Previous experience working directly with, and reporting to, a Board of Directors • Cohesive working attitude, and experience of building relationships between staff and a board of directors.
Skills and Abilities	
<ul style="list-style-type: none"> • Experience in positive performance management and empowering a team • Demonstrate your ability to support and develop the vision for Loughgiel Community Association (LCA) • Willingness to assist in our charity's legal requirement to meet public benefit • Excellent communication, influencing, and interpersonal skills, and have worked with a diverse range of stakeholders achieving successful outcomes. 	

Person Specification

Essential Criteria	
<ul style="list-style-type: none">• Ability to meet deadlines and work under pressure• Experience in managing/supervising the performance and development of a team• Effective verbal and written communication skills• Effective planning and organisational skills and an ability to use own initiative, the ability to identify problems and develop solutions• Demonstrate your ability to support and develop the vision for Loughgiel Community Association• Excellent communication, influencing and interpersonal skills and have worked with a diverse range of stakeholders achieving successful outcomes.• Ability to meet deadlines and work with a range of stakeholders• Effective verbal and written communication skills• Effective planning and organisational skills and an ability to use own initiative, identify problems and solutions• Proficient in the use of IT including software packages such as Microsoft Office, cloud storage solutions and other relevant software.	
4.0 Other	
<ul style="list-style-type: none">• You must demonstrate how you are committed to charitable work.• Hold a full current driving licence valid in the UK with access to a car. This criterion will be waived in the case of a suitable applicant whose disability prohibits them from driving but who is able to organise suitable alternative arrangements to meet the requirements of the post in full.	



Loughgiel Community Association How to Apply

How to Apply

Please apply by downloading the application form and monitoring form.

For more information or any assistance on downloading the application forms please email **seniorhradvisor@viablecs.org**

No CVs will be considered.

Closing Date for applications is 12 noon on 29 November 2024.

Late applications will not be accepted.

Interviews will be held on Monday 9 December 2024.

All completed applications to be sent to **seniorhradvisor@viablecs.org**

Loughgiel Community Association is an equal opportunities employer.

This post will be subject to an Enhanced Access NI Disclosure Check.

Loughgiel Community Association
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Company No. NI037243
Charity No. 103422