



South Brent Old School Community Centre

Job Vacancy: Community Centre Manager

South Brent Old School Community Centre (SBOSCC) is a charity actively managed by local Trustees and run for community benefit. It is also a Company Limited by Guarantee. The charity manages the Community Centre, comprising a main Hall and three other rooms let on an hourly basis for a wide range of activities and events as well as a Post Office, Gym and Library. We also have seven small offices rented annually, six of which are located in a separate building within the Centre's site.

A vacancy has arisen for the post of Manager for the Community Centre. We are looking for a person who is self-motivated, well organised, a creative problem solver and has excellent IT and communication skills. The primary functions of the post holder will be to promote the Centre and manage bookings for the Centre, administer the Centre's bank accounts and Quickbooks accounts system, manage supplies, liaise with tenants and users, monitor the condition of the building and oversee the work of maintenance and cleaning contractors, manage the Centre's IT (including web site, social media, computers and interactive touch screen) and to ensure a safe and clean facility for all users of the Centre is maintained.

The role would involve part-time working of 15-20 hours per week. The hours worked will predominantly be during weekday mornings and could involve a combination of working in the Centre and home working. Flexibility is required as the job will entail some weekend/evening work to ensure hirers can gain access to the Centre as required and so that any emergency which may occur is responded to quickly and efficiently; hence applicants based in or near South Brent would be preferred. The Manager may also be required to attend some trustee meetings (up to 6 a year) held monthly in the evenings.

The successful candidate will be self-employed under a Contract for Service at £12 per hour, with an initial 3 month probationary period. Training will be given where necessary.

You will be responsible to the Trustees of South Brent Old School Community Centre who manage the Charity and the Centre.

We welcome all applications irrespective of race, colour, gender, disability, sexual orientation, religion, belief, creed or age. If you would like more information about the role, or have any questions, please contact the Vice-Chair of Trustees by email (info@theoldschool.org.uk) or on 07469 744272; who would be pleased to informally discuss the role with you.

The Centre has taken all necessary steps to provide a Covid safe environment for all Centre users complying with all appropriate Government guidance for Community Centres. If you would prefer to be interviewed outdoors or via a zoom call that can be arranged.

A full job description is available (<https://www.theoldschool.org.uk/job-description-centre-manager/>); applications by email (or covering letter) and including your CV to:

Vice-Chair of Trustees, South Brent Old School Community Centre, Totnes Road, TQ10 9BP
(info@theoldschool.org.uk)

Closing date for applications: 20th August 2021; interviews will take place on Thursday 26th August. The starting date will be discussed during the interview.

The successful candidate will need to follow a period of training and familiarisation with the Centre and the Charity's admin and financial procedures.