Job Title: Centre Manager

Location: Centre / Charity location: KYC, 27 Streatham Place, SW2 4QQ

Hours: 7 hours per week

Salary: £5,200 per annum

Contract Period: 12 months (renewable)

**ABOUT KNIGHTS YOUTH CENTRE**

Knights Youth Centre (KYC) is an independent Christian Youth Work Charity established in 1936. The Centre provides a range of universal and targeted youth work programmes in partnership with a number of statutory and voluntary organisations. The Centre is located on the boundary of the Clapham Park Estate (the largest estate in the Borough of Lambeth) in an area of high social need.

**JOB PURPOSE**

The Centre Manager post will work under the direction and is accountable to the designated Trustee/Director responsible for Resources. He/she is responsible for delivering a range of administrative, fabric and partnership functions to ensure the efficient, safe and smooth day-to-day running of the Centre.

**KEY RESPONSIBILITIES**

* Work as part of the Centre’s Resource Management Team (meets termly) to deliver agreed priorities (including 5 year maintenance programme).
* Deliver basic repair and maintenance activity using allocated annual budget, including Centre Work Mornings.
* Deliver annual Health and Safety inspection and action plan.
* Utilise and develop the role of partners, staff, trustees, projects, Centre friends and Centre Teams to deliver core activity.
* Develop and maintain a basic administration systems to deliver:
1. Relevant staff having current and up to date DBS checks.
2. Centre minibus booking and upkeep
3. Provider/contractor/utility records
4. Centre user/partner information, hire agreements and induction/training records
5. Trained alarm back up/on call list
6. Issuing and use of keys
7. Secure location and limited access to paper held records containing personal information (data protection)
8. Relevant staff develop and review/update risk assessments
9. Timely stock replenishment
10. Centre induction and training process for new Centre users and senior staff
* Ensure that all activity undertaken complies with quality assurance criteria, e.g. COSHH, food hygiene, safe practice, H&S.
* Ensure the outside of the building is professionally presented and provides safe and well-lit entrance areas for staff/users.
* Ensure that all Centre users (including KYC services/staff) comply fully with Centre procedures for use of the building including hygiene, risk assessments, security, opening and closing of the building. This will include fire safety/egress and two unannounced fire drills per annum.
* Meet with external centre users/partners to maintain positive communication and building use compliance.
* To be sympathetic to the ethos and aims of KYC.
* To undertake any other tasks relevant to the post contained within centre priority documentation or individual work plan.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Attributes** | **Criteria for shortlisting – SL** |
| **KNOWLEDGE** | * + Knowledge of core requirements to maintain a public building.
	+ To understand the ethos, role and working environment of charitable organisations.
	+ Knowledge of the range of government guidance and legislation relating to the safe provision of services.
	+ Understand how office systems can enhance service delivery and accountability.
	+ Understand how voluntary organisations can utilise human resources from a range of sources, including voluntary work and support from organisations offering services on a pro bono basis.
 | SLSLSL |
| **EXPERIENCE** | * Have sound experience of hiring a range of trades to deliver building maintenance.
* Experience of coordinating information from a range of sources/disciplines within an organisation.
* Experience of working in an organisation, which delivers services in partnership with other providers.
* Managing and establishing service contracts.
 | SL |
| **SKILLS** | * Ability to develop effective relationships with colleagues from a range of backgrounds/fields.
* Effective communication skills.
* Sound numeracy/literacy skills.
* Planning and coordination skills to meet deadlines.
* Able to work flexibly away from an office environment with minimum supervision.
 |  |

**NB. Please address fully all the criteria marked SL in your written application.**

Other criteria under Knowledge, Experience and Skills will be assessed as part of the interview process and do not need to be included in your written application.