

# Harpurhey Neighbourhood Project

<b>Job description –</b>	Centre Manager
<b>Pay rate:</b>	£30,000 per annum
<b>Hours of work:</b>	9am – 5pm (35 hours per week) with occasional evening and weekend work for which time in lieu will be given.
<b>Contract period:</b>	2 years initially

## About Harpurhey Neighbourhood Project (HNP)

HNP is a community project based in the heart of Harpurhey and striving to be friendly and relevant to the many needs of local people in a deprived area of the City. Currently the Centre offers activities such as Heartbeat fitness group, Knit & Natter, Cardmaking, Mosaics, and Tai Chi. It also houses a choir, a radio station an Information and Advice service and various groups and activities led by outside agencies.

## The Job Purpose

The Centre Manager post will form the anchor post within the Centre. The person will play a key role in ensuring the management and professional running of the Centre including the development of effective administration systems to support the work. An important aspect of the role is to develop the work of the Centre in line with the requirements and policies of the Centre Management Committee/Trustees, improving the Centre's offer to local residents and organisations, and identifying new opportunities by means of marketing, networking and listening to local people's ideas.

Working closely with the Management Committee/Trustees, other staff and local statutory, voluntary and commercial sector organisations, the Manager will work to ensure the Centre is a vibrant, well managed facility that operates within a sustainable framework for the benefit of local residents and organisations.

## Main duties and Responsibilities:

- To manage the operations of the Centre in accordance with the parameters of and under the direction set by the Trustees in line with the constitution.
- To be responsible for health and safety in the building and in conjunction with the Trustees, the review and updating of policies and procedures
- To act as the safeguarding lead and ensure that the Centre staff and volunteers act within safeguarding legislation.
- To ensure that equality diversity and inclusion is centred in all Centre processes and procedures.
- To develop and implement procedures for the effective management and training of volunteers
- To promote the use of the Centre by among other things, supporting with maintaining the Centre's website, maximising publicity and liaising with the local media.
- To develop the services and facilities in accordance with the aims of Harpurhey Neighbourhood Project
- **To act as the lead to offer energy advice and gas safety information with individuals and groups and to report this back to Cadent. Training will be provided.**

- To develop close working relationships with local partners with whom we are seeking to have a strategic partnership agreement in place, to seek compatibility of activities and delivery of innovative joint ventures.
- To seek and develop opportunities for community engagement
- To encourage local services and activities to be run from the Centre for example open days social events, public meetings advice services and training/classes.
- To develop the services of the Centre in a strategic manner
- To ensure that the Centre has up to date user induction procedures for using the Centre
- To oversee and take a role in applying to external funding opportunities.
- To maintain and overview of the financial position of the centre, utilising appropriate tools and providing reports to the Trustees when required
- To liaise with all staff and users to ensure the smooth running of the Centre and its activities
- To be responsible for room bookings and ensuring rooms are set up appropriately and left clean and tidy after bookings
- To ensure that the building is suitably maintained in consultation with the Building and Facilities Manager
- To set appropriate hire charges and terms and conditions of hire in consultation with the Trustees and to ensure that services provided by the hirers are compatible with the terms of their hire.
- To undertake such additional duties as necessary in relation to the work of the community centre

### **Personal skills and qualities**

- The manager will have a friendly and outgoing personality with the ability to inspire local people.
- They will have a good understanding of North Manchester and its residents preferably from living or working in the area
- They will be self reliant and able to work on their own initiative and able to prioritise workload.
- They will have proven experience in the voluntary sector or community development
- They will have a strong commitment to encouraging members of the community to get involved with the Centre
- They will be computer literate with a working knowledge of Word, Excel and preferably Quickbooks.
- They will have excellent written and verbal communication skills
- They will have excellent administrative and organisational skills and experience
- They will have the ability to work as part of a team

### **Education and training**

Preferably educated to A level or equivalent with supporting evidence of continuing professional development

### **Other**

- A strong commitment to community based services
- The ability to work occasional evenings and weekends and attend the Centre at short notice.
- Consent to an enhanced DBS check

**PLEASE EMAIL YOUR CV's TO; [centre@harpurhey.org](mailto:centre@harpurhey.org)**