**Job Description - Centre Manager – The Coddenham Centre**

ROLES AND RESPONSIBILITIES

The Coddenham Centre is the newly named facility for the community of Coddenham and the East of England. Now under the ownership of a Charitable Incorporated Organisation, it is setting out to achieve a sustainable future for a modern facility that incorporates playing field and games courts.

Following transfer from the local Parish Council on the 1st November and the absence of a Parish Clerk as a consequence, we now seek to establish a Centre Manager position, to work with and on behalf of the Trustees, to ensure the building, services and facilities provided, run smoothly, efficiently and effectively. Working with volunteers and existing employees, the post will serve and satisfy the needs of customers, the community, the plans and targets of the The Coddenham Centre CIO (CCCIO) and to conform to all legal, licensing, Health and Safety policies, statutory and regulatory requirements.

MAIN ROLES

* Operational and strategic management of the premises, currently with the assistance of volunteers, salaried Booking Clerk, Caretaker & Cleaner

•. Generate, promote and support bookings and events.

• Oversee the hiring of premises, it’s sports facilities and general use.

MAIN RESPONSIBILITIES

* Undertake General Management Duties, consistent with the position
* Promote and oversee all aspects of the room hiring
* Ensure that any events are well planned, organised and delivered
* Undertake financial related duties in liaison with the CCCIO.
* Work with the CCCIO with regards to necessary orders and purchasing
* Make sure the internal area of the building, the equipment and services, and the area outside are well maintained and meet legal and regulatory requirements
* Support and promote social events and entertainments in liaison with the designated persons from the CCCIO.
* Manage support staff and volunteers.
* Keep, maintain and monitor records as required by a Coddenham Centre Management Committee (CCMC)
* Undertake any reasonable request from the CCMC.

GENERAL MANAGEMENT DUTIES –

* Undertake General Management Duties consistent with the position
* Ensure all Health and Safety requirements and Food Safety requirements are met.
* Ensure the premises are kept secure and clean.
* Maintain a list of emergency contacts and procedures.
* Ensure premises licensing conditions are observed.
* Liaise and where necessary direct personnel to ensure smooth running of facility.
* Provide Information and reports to the CCMC, as required.

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* General administration – dealing with direct mailings and enquiries
* Address customer compliments, complaints and emergencies.
* Oversee a diary of all future activities, and plan accordingly with the Trustees.
* Support the development of electronic booking systems for the premises.
* Support the development of online ticketing and access for events.
* Work with the the Centre’s web site and social media accounts.
* Ensure continuity of service in the event of staff absence.

ROOM HIRE

* Promote and oversee all aspects of the room hiring.
* Liaise with customers and potential customers to hire rooms.
* Ensure Caretaker sets up and dismantle rooms as specified and agreed with the hirer.
* Ensure each hirer is supplied with the terms and conditions.
* Oversee generation of invoices to the hirers and ensure they are paid.
* Promote the room hire service to increase the customer base.
* Provide the Trust Treasurer with relevant records on any financial transactions. This includes all invoices and receipts for purchases. Copies of invoices for room hire and other equipment.
* Keep abreast of monthly accounts and in relation to targets.
* Ensure the completion of timesheets.
* Ensure the completion of monthly reports as specified by the CCCIO.
* Ensure the posting of notices on events in the building and village notice boards. Work with the CCCIO in serving the website and social media.

Terms :

Part time - currently estimated at 3-10 hours a week, with development in line with business growth. Negotiable commission on all personally generated new business revenue.

Rates of pay negotiable 18K pro-rata. Initial engagement 6 months with 24 month extensions, subject to review.

It is hoped the successful candidate will work with CCCIO and Centre in developing the role for expansion and extension by May 2020.

Short List interviews December 2019. Please enquire via our website or under confidential cover to the Chair, Andrew MacPherson andrew.macpherson@thecoddenhamcentre.co.uk

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