

Hungerford

youth and community

Charity no.1184692

Centre Manager Job Description

The Hungerford Youth and Community Centre is a vibrant and welcoming place, providing a bright and practical space for volunteer groups to use for their activities. We're looking for a positive and responsible person to run the Hungerford Youth and Community Centre (HYCC) with the help and support of a proactive Board of Trustees. We have appointed a Youth Worker to work alongside the Centre Manager and run sessions at the Centre. Part of the Centre Manager's role will be to support and oversee the Youth Project.

Job Title: Centre Manager

Responsible to: Hungerford Youth and Community Centre trustees.

Salary: £11.85 per hour.

Hours: 15.5 per week. Term time only arrangement is available. Reasonable flexibility of working hours will be expected to include some meetings and appointments as the need arises.

Main Responsibilities:

- Running HYCC Charity in accordance with all relevant laws and in accordance with good practice.
- Designing and implementing funding strategy for HYCC.
- Writing funding applications and reports.
- Reviewing and implementing Health and Safety at HYCC.
- Acting as Safeguarding Officer at HYCC.
- Managing bookings and invoicing.
- Acting as line manager for Youth Worker.
- Managing maintenance and cleaning at HYCC.
- Keeping website and social media accounts updated.
- Implementing decisions made by the Board of Trustees.
- Reporting to the Board and ensuring that the Trustees are informed of relevant issues.
- Taking and writing up minutes of Board Meetings.
- Keeping a timesheet of hours worked.

The applicant must have good reading and writing skills, be keyboard competent, have basic knowledge of Microsoft Word and Excel and be able to deal with basic book-keeping. They will need strong organisational skills and be able to prioritise tasks efficiently. The ideal candidate will have experience of charity and fundraising work, have a positive, can-do attitude and be good at working independently and as part of a team.