



**Denmead Community Centre** CIO

Registered Charity Number 1200225

School Lane, Denmead, Waterlooville, PO7 6LU

t: 023 9225 6132

e: [info@denmeadcc.uk](mailto:info@denmeadcc.uk)

[www.denmeadcc.uk](http://www.denmeadcc.uk)

## **Job Description - Centre Manager**

**Role:** Part time Centre Manager for Denmead Community Centre (DCC)

**Hours:** 9:00 am – 2:00 pm, 5 days per week (with some occasional paid overtime and/or weekend work)

**Salary:** FTE £33,988.50 (Pro Rata to 25 hours)

### **Purpose of the Role**

The Centre Manager is responsible for the operational leadership, financial administration, income growth, and staff management of Denmead Community Centre (CIO), ensuring the charity remains sustainable, compliant, and community-focused.

### **About the Role**

The DCC is seeking a proactive, community-focused Centre Manager to lead the day-to-day operations of our busy charitable community hub.

You will manage four part-time staff (two Office Assistants, Cleaner and Caretaker), oversee centre users and room hire operations, booking and invoicing, monthly accounts, attract new business, obtain grants and funding, manage the buildings and help plan and deliver fundraising events.

### **Key Responsibilities**

- Operational performance and smooth daily running of the Centre.
- Oversight and liaison with Centre users and groups.
- Income growth through room hires and new business development.
- Financial management including FreeAgent input, reconciliation and banking.
- Invoicing clients and ordering items as required.
- Oversight and use of Lemon booking system (training will be provided if necessary).
- Liaising with Trustees on the setting of hire charges (casual and regular users).
- Staff management, performance and development of four part-time employees.
- Liaising daily with the caretaker to clarify room usage, access and availability for both users and for maintenance and repairs.
- Management of staff overtime, weekly timesheets and holiday leave.
- Monitoring and reporting on the maintenance and upkeep of the buildings.
- Fundraising planning and delivery.
- Promoting and updating the DCC's activities via the Centre's website and social media.
- Monthly verbal and/or written reporting to the Trustees.
- Initiate appropriate local community surveys and evaluation to ensure relevance of activities on offer at the DCC.
- Supporting and attending fund raising events such as annual Proms in the Park, Beer Festival etc.
- Participate in relevant community-based network meetings and forums as appropriate.
- To ensure that all records are filed both in hard copy where appropriate and backed up electronically in either cloud or local hard drive.
- Compliance with charity governance, health and safety, safeguarding and ensuring, with Trustees, that policies and procedures are kept current.

## **Reporting & Accountability**

The Centre Manager reports directly to the Board of Trustees and liaises regularly with the Chair of Trustees, who is the Centre Manager's line manager. Monthly performance and finance updates are required. Attendance at monthly Trustee meetings on the last Thursday of the month.

## **Qualifications & Person Specifications**

### **Experience In:**

- Financial management principles.
- Managing services or buildings, personnel and contractors.
- Health and Safety including risk assessment and maintenance management.
- Office management.

### **Skills and Abilities:**

- Excellent communication skills both verbally and written.
- Customer service skills.
- Confident and able to work on own initiative and part of a small team.
- Accurate financial recording (using FreeAgent – training will be given if required).
- Able to prioritise work and demands.
- Computer literate with experience of Outlook, Word, Excel and PowerPoint.
- Excellent organisational skills.
- Good physical fitness is required as some moving and lifting of furniture may be required.

### **Other:**

- A commitment to community run services and the ability to work occasional evenings and weekends and attend the centre at short notice.
- Consent to a DBS check prior to commencement of employment if selected.
- Own car useful but not essential.
- Knowledge of voluntary and community work desirable, but not essential.