

POSITION DESCRIPTION STATEMENT

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| TITLE: | Centre Co-ordinator |
| REPORTS TO: | Nominated Trustee |
| DIRECT REPORTS: | Centre Administrator, Caretaker, Cleaners |
| OTHER KEY RELATIONSHIPS | Trustees of Hanover Community Association (HCA), External Organisations, General Public |
| HOURS: | 16 Hours per week – 4 hours per day/4 days a week with some flexibility |

PURPOSE OF JOB

- oversee the operation of the Hanover Community Centre and associated premises.
- support the Trustees of the HCA.
- promote the Centre within Hanover and the city of Brighton and Hove.
- encourage and support volunteer involvement in the activities of the HCA at all levels.

KEY RESPONSIBILITIES

Premises

- ensure Centre is free of risks to health and safety (including fire safety) and physical damage to the premises and equipment
- organise any remedial action required including planning and supervising maintenance and improvements; and carrying out urgent small repairs when appropriate and safe to do so.
- promote and maximise the usage of the premises throughout the year in accordance with any guidelines or policies agreed by the Trustees; monitoring the charges and services provided by similar centres; promoting current activities and events to local residents; implementing equalities and other monitoring to ensure activities at the Centre meet local needs as far as is possible.
- liaise with Brighton and Hove Council Officers on premises matters.
- ensure Centre is covered for all out of office emergencies and act as Office cover, when appropriate.

Staff Supervision

- manage Centre employees and any contractors working on the premises.

Community/City Events and Initiatives

- co-ordinate HCA social and fundraising events and activities held at the Centre.
- identify funding opportunities and carry out necessary applications.
- keep records of volunteers and supporters, and promote volunteering opportunities.
- actively promote the Centre as a local and City venue.

Legal

- update Trustees of changes to Charity Laws and best practice.
- update Trustees of initiatives within the Brighton and Hove community and national arena.
- ensure Centre is compliant in respect to current Legal and Licensing Laws.
- Ensure all Centre users are compliant and meet all Insurance regulations.
- draft reports for Charity Commission.

Other

- provide support to the Trustees, including attending evening meetings.
- implement all relevant statutory provisions and working in accordance with all relevant HCA policies and procedures.

| ATTRIBUTES, SKILLS AND EXPERIENCE REQUIRED |
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| <ul style="list-style-type: none">• Experience of managing others as colleagues, contractors and customers |
| <ul style="list-style-type: none">• Experience of voluntary/charity/community work (unpaid or paid) |
| <ul style="list-style-type: none">• Experience of managing small budgets |
| <ul style="list-style-type: none">• Good verbal and written communication skills |
| <ul style="list-style-type: none">• Good Microsoft Office skills, including Access. |
| <ul style="list-style-type: none">• Knowledge of what is involved in managing a building, including identifying problems and arranging repairs and improvements |
| <ul style="list-style-type: none">• Knowledge of legislation affecting the use of community buildings, in particular a willingness to gain relevant Health and Safety knowledge. |
| <ul style="list-style-type: none">• Knowledge and experience of charity fund raising is advantageous. |