



VACANCY

Manager - Hoole Community Centre, Chester

Are you an experienced manager looking for a new challenge? Do you have proven leadership across a range of management functions, knowledge of the charity/voluntary sector, expertise in income generation and an understanding of the complexities involved in operating a multi-faceted business?

As a result of the retirement of our existing manager, we are now looking for an exceptional individual who is energetic, passionate and committed, to manage our vibrant community hub. You will provide strategic vision, along with strong leadership to a committed and values-driven team, providing services that have a genuine impact on local people's lives and wellbeing.

You will be an ambassador for the charity, helping to raise our profile across the area and beyond. This position will suit an inspiring leader who enjoys encouraging a collaborative and open teamwork culture.

This is not an ordinary 9 to 5 job – this is an opportunity to make an important contribution to the lives of local people. The role requires both dedication and flexibility of approach to hours of work, with occasional weekend or evening work required. Ideally, we are seeking someone for five hours per day, Monday to Friday but this can vary to suit the successful candidate.

The successful candidate will:

- Be a good all-rounder and quick learner who is able to work effectively in a wide range of operational areas.
- Provide leadership, strategic and operational management to ensure the smooth running of the Centre and its future development.
- Maintain a close and effective partnership with the Board of Trustees and ensure the charity complies with its statutory and regulatory responsibilities.
- Strengthen and diversify the charity's income sources to ensure sustainability and implement programmes or activities that meet local needs.
- Research appropriate external funding opportunities and prepare grant applications to funders.
- Manage the Centre's day-to-day financial activities and ensure robust financial systems and procedures are in place.
- Ensure the Centre operates within the annual budget agreed with the Board and report periodically on performance.
- Be an ambassador for the Centre, demonstrating strong networking skills and ability to build relationships with key stakeholders including the Board, funders, users, community groups, and local politicians.

Personal specification:

Required:

- Experience of leading and managing a diverse team.
- A proven track record in income generation with a good commercial acumen.
- Ability to set and operate a budget and produce reports and spreadsheets.
- Experience of business operational management, ideally in the charity sector.
- Excellent interpersonal skills, ability to build effective relationships with a variety of stakeholders.
- Strong IT skills and experience of using Microsoft packages and online databases.

Desired:

- Experience of working with a Board of Trustees or similar governing body.
- Financial management skills incl. payroll administration
- Familiarity with grant applications
- Experience of negotiating contracts
- Knowledge and understanding of working with volunteers and the local community.

What you can expect from us: -

- A competitive rate of pay.
- 38 days paid holiday per year (including Bank holidays) per year full time equivalent.
- Enrolment in the charity's pension scheme.
- Flexible working opportunities.
- Support & relevant training.

If you think you are the person we are looking for, please send your CV together with a covering letter detailing your relevant experience and why you feel this is the job for you.

Please send your letter to:

The Chair of Trustees
Hoole Community Centre
Westminster Road
Chester
CH2 3AP

Or email: rod-heather@talk21.com