

**Hilldrop Community Centre**

**Community Lane**

**(Off) Hilldrop Road**

**London N7 0JE**

**020 7607 945**3

**office@hilldrop.org.uk**

**JOB DESCRIPTION: Centre Manager (Head of Centre)**

Employer Hilldrop Area Community Association

Salary 39k – 41k pro-rata

Hours 28 Hours per week

Probationary Period 6 months (with a review at 3 months)

Holidays 25 days per year plus public holidays

Post Supervised By: Chair of Trustees

The post holder will be responsible for:

# 1. Development and Strategy

Taking the lead role, in conjunction with the Trustees, in establishing and implementing an on-going development strategy for Hilldrop Area Community Association (HACA). This will include:

* 1. Developing and implementing neighbourhood/business plans and meeting the VCS grant objectives.
  2. Fundraising and income generation plans, including affordable hall hire delivery
  3. Working with staff, volunteers, users and Trustees to regularly monitor, evaluate and capture the impact of our work, and to respond to areas for improvement in all areas of the Association’s delivery.
  4. Maintain an active role in the Octopus Community Network and additional networks, with a view to increasing opportunities for collaborative fundraising, capacity building, and partnership working.
  5. Through community consultations and partnerships with key stakeholders, in conjunction with the Trustees, staff and current users, build on existing projects and to create new activities in response to the needs of the local community, and within the framework of HACA’s mission statement and charitable objectives, with a commitment to equality of opportunities.
  6. Ensuring that HACA complies with all relevant legislation including child protection, safeguarding, General Data Protection Regulation, *Health and Safety* and other relevant policy and procedure others.
  7. Understanding current Government and Local Authority policy regarding voluntary organisations and use this knowledge to identify opportunities for community development.

# 2. Finance, Fundraising and Income Generation

* 1. Working with HACA’s Trustees, undertake reviews of financial sustainability and maintain a Charities Commission compliant management system, ensuring that HCA’s finances are managed prudently.
  2. Manage the financial viability of HACA and its activities, working with the Bookkeeper, presenting at trustee meetings the accounts and annual income and expenditure budgets.
  3. Work with HACA’s Trustees to develop and implement fundraising and income generation strategies to maximise the Association’s income in line with a Business Plan
  4. Organise regular reports to the Finance and Fundraising sub-committee setting out fundraising opportunities at a local and national levels
  5. Understanding and experience of Payroll, pension schemes, HMRC and Xero accounting software, to effectively manage cash flow and accounts

# 3. Support of Staff, Volunteers and Management Committee

* 1. Line management of staff (Centre Administrator and Play Project Manager) ensuring that in turn they induct and provide recorded support and supervision for any staff and volunteers in their own areas.
  2. Provide organisational leadership for HACA’s staff and trustees, providing a training and development programme, in respect of any needs and organising regular staff meetings and ensuring that all staff meet regularly within their own projects, and provide project update/performance reports.
  3. Collaborate with the Octopus Community Network and other voluntary sector organisations to provide an effective Volunteer Programme within HACA.
  4. Ensuring HACA organises a responsive range of social events, including the Association’s AGM.
  5. Attendance at Trustee’s meetings (6 – 8 weeks) and subgroup meetings, providing written reports, and verbal reports as requested.

**4. External relationships**

* 1. To act as the ‘Nominated Person’ with regard to Ofsted and the Play Project.
  2. Undertake an active role with the Octopus Community Network building on our relationship.
  3. Plan a pro-active programme of outreach and engagement in the local community to develop the profile of HACA and its services, and further, to implement a programme of relationship development/awareness raising among key stakeholders and funders.
  4. Manage the external relationships of the organisation, including residents, funders, Local Authority departments, tenants and residents groups, and Charity Commission
  5. Ensuring that the work of HACA is promoted as widely as possible and overseeing the production and distribution of publicity about the centre including production of the annual review and regular newsletters.

**5. General Duties**

* 1. Overseeing the development and maintenance of the building.
  2. Act as a Fire Marshal/First Aider (with training) and lead on Health and Safety in the centre.
  3. Undertaking any other duties as may be reasonably requested by the Trustees.

|  |
| --- |
| **HEAD OF CENTRE PERSON SPECIFICATION** |

The post-holder will have:

### **ESSENTIAL:**

1. At least three years’ experience of Community engagement and/or managing a portfolio of community projects in a strong leadership role.
2. At least two years’ experience of strategic development including business planning and implementation of organisation development activities that have resulted in effective change.
3. Knowledge of HR and the processes and policies that need to be in place when recruiting safely and managing staff.
4. At least two years’ experience of generating and implementing fundraising (trusts, foundations, local authority, private business, etc) and income generation strategies with community impact and organisation sustainability being achieved.
5. At least two years’ demonstrable experience of budget setting, budget management and financial management of a voluntary sector/charitable organisation.
6. Demonstrable experience of community-led project development and successful impact measurement in the community, which has led to improved community cohesion and opportunities for local residents.
7. Excellent relationship building and networking experience with a strong ability to communicate effectively with a wide range of audiences, including key stakeholders i.e. the local community, Trustees, funders, etc.
8. Demonstrable ability to lead an effective team and to maximise motivation and potential, resulting in individuals taking ownership of their own work areas and be supported in developing their work further.
9. Willingness and flexibility to work occasional evening and weekends, when required.
10. Demonstrable experience of managing your own workload and effectively using IT to do this.
11. Understanding and implementation of equal opportunities within a community organisation and how this benefits the organisation and the wider community.

#### DESIRABLE:

One or more of the following would be desirable:

1. Experience and/or knowledge of providing social, educational and recreational services
2. Experience of organising events
3. Experience and/or knowledge of marketing, social media and public relations
4. Education beyond secondary level e.g. college/university or through open/distance learning.
5. Knowledge of managing a business.