Collydean Community Centre is run as a not-for-profit charity/organisation and is managed by a Board of Management (Trustees) drawn from the local community. The events and services offered by Collydean Community Centre are run by a small team of staff and a large team of volunteers.

With our existing Manager moving on, we are on the look-out for someone who would relish an exciting new challenge where you can make a real difference to our community:

**Centre Manager**

**Based:** Collydean Community Centre, Torphins Avenue, Collydean, Glenrothes

**Location:** Glenrothes North

**Salary:** £27,111 per annum

**Terms and Hours:** 9 am – 5 pm Monday – Friday (Some Evenings and Weekends when required). 35 Hours per week

**Contract:** Full Time, contracted to 11 May 2025

**Responsible to:** Board of Management

**Closing Date:** Sunday 13th November 2022

The role is subject to a PVG check

**Job Description**

It is a diverse role requiring a range of skills and qualities to ensure the long-term sustainability of Collydean Community Centre. The Centre is at the heart of the community and delivers many services and activities beyond the hall hires. The Centre has recently been fully refurbished and includes a community kitchen and café.

The main role of the Centre Manager

* To plan, prepare and submit reports on the Centre’s ongoing activities for the Board of Management
* To recruit, employ and supervise staff
* To administer and control the financial activities of the charity and ensure that all Community Centre income and expenditure is accurately recorded, monitored and reported.
* To research, compile and complete applications for local and national funding
* To maintain current partnerships and seek new partnerships with other local organisations
* To monitor and promote use and activity programmes and recruit other groups to hire the facilities, aiming for high occupancy levels during weekdays, evenings and weekends
* To maximise the use of the Centre through increasing hall bookings and initiating activities and programmes which promote the Centre and generate income
* To oversee the Centre’s upkeep and maintenance
* Consulting regularly with Centre customers and the wider community and react to the diverse and changing needs of our users
* Establishing appropriate management systems to ensure smooth operation of the facilities on a day-to-day basis
* Strengthening and supporting the Centre’s growing volunteer base

This position requires an enthusiastic, creative individual to support the successful operation of the Centre. You will have the required drive, passion and determination to help the Centre deliver specific outputs, maximising the use of the Centre to achieve a range of outcomes for the local community. You will be able to demonstrate management experience and have a successful track record delivering quality outputs. Relevant experience of the voluntary/community development sectors would be beneficial. Supporting the development of sustainable income streams through creative use of the available space is also a requirement of the post.

**Experience/Qualifications**

**Essential to the role:**

Educated to a high level. Relevant experience may be considered.

Leading and managing staff and volunteers.

Experience in overseeing and managing budgets and finances.

Experience in working with adults and young people in a community setting.

Experience in working with groups

Strong organisational skills

Strong communication skills

Ability to work on own initiative (take ownership)

Assessment and decision-making skills

IT skills

Coordination and facilitation skills

Driving licence and use of own vehicle

**Desirable to the role:**

Knowledge of wider community support   
Knowledge and experience of evaluative practice  
Experience in events coordination   
Knowledge of local guidance and legislation  
Experience in managing a charitable/third sector organisation.

**Please email for an application pack to:** [**karenmilne@glenhousing.co.uk**](mailto:karenmilne@glenhousing.co.uk)

(Glen Housing Association are carrying out the administration of the application process on behalf of Collydean Community Centre)