

Development Manager (from June 2021)

(Responsible for the successful management of Wormley Community Centre and supporting BBL Trustees / WTBL Partnership Board)

Job Description

- Hours of work:** 30 hours a week (including some occasional evening and weekend hours)
Rising to 37 hours a week (Full-time) in March 2022.
- Salary:** £35k pa FTE
- Holiday:** Holiday allowance for 30-hour week is 198 hours per annum (25 days per annum plus 8 public holidays FTE)
- Line Managed:** CVSBEH Chief Officer
- Accountable to:** Broxbourne Big Local Trustees and WTBL Partnership
- Employed by:** All paid staff for WTBL are employed by CVS for Broxbourne and East Herts (CVSBEH) and their terms of contract will apply. CVSBEH is the Locally Trusted Organisation (LTO) for WTBL.
- Location:** Desk space provided at WTBL hub locations.

Purpose of Job:

The primary purpose of this post will be developing and implementing a sustainable business plan for the running of the Wormley Community Centre that has been acquired on a 999-year lease, developing the business, maximising use of the facilities available and identifying new opportunities by means of effective marketing, networking and innovative solutions. The post-holder will be initially employed part-time and will also be accountable for day-to-day management of the Wormley Community Centre. This includes the successful re-opening and refurbishment of the building. They will provide support to the Trustees of the new charity, Broxbourne Big Local (BBL) being developed by the partnership of Wormley and Turnford Big Local (WTBL). The post-holder will work closely with a commissioned Fundraiser and Architect / Project Manager in the development and refurbishment of the Community Centre.

From March 2022, the role will become full-time and the post-holder will be the Senior Officer responsible for all staff management and for overseeing the full WTBL Big Local programme, including overall responsibility for liaising with WTBL Partnership, Local Trust Representative, CVSBEH as the Locally Trusted Organisation (LTO) as well as the BBL Trustees.

Main Responsibilities (From June 2021)

- Supporting the new charity Broxbourne Big Local (BBL) that is being developed.
- Developing policy and procedures on behalf of BBL.
- Identifying, researching and generating new business opportunities in order to bring in a regular stable revenue, improving profitability and business growth, being accountable for ongoing project management and business development.
- Promoting the Centre as a creative performance and music venue.
- Strategic planning and positioning, enhancing the operation and reputation of the Community Centre and BBL.
- Develop mechanisms and set up systems for measuring social impact and financial success.
- To ensure that an energy efficiency policy for the running of the building is developed and maintained.
- Regularly reporting to BBL Trustees and WTBL Partnership Board, gathering data and preparing reports to meet the new charity's objectives.
- Ensuring all staff are informed throughout the organisation, and understand what is required of them.
- Fostering and maintaining relationships with all external agencies, including local authorities, the local community, voluntary sector organisations, business contacts, the media and all other stakeholders and clients.
- Responding effectively to meet the needs of building users/customers.

Community Centre Management Responsibilities

(In accordance with the parameters of and under the direction set by the BBL Trustees)

Working closely with other employed staff:

- Encourage local services and activities to be run from the Centre, for example open days, social events, public meetings, advise services and conferences.
- Promote the Centre as a venue for personal celebrations such as weddings, anniversaries, birthdays etc.
- Set appropriate hire charges and terms and conditions of hire.
- Maintain an overview of the financial position of the Centre, providing reports to BBL Trustees and WTBL Partnership when required.
- Ensure compliance and health and safety of the Centre (including Covid-19 considerations) is kept up-to-date, including, regular review and updating of policies and procedures.
- Responsible for maintaining the building through day to day repairs, maintenance programmes and external service contracts.
- Responsible for a funding strategy that ensures all relevant sources are researched and applied for by the appropriate deadlines.
- Develop and oversee the implementation of an online booking system for the Centre.
- Accountable for the promotion of the use of the Centre including the development of a community centre website.
- Guarantee up to date information and procedures for users of the Centre are in place.
- Ensure that services provided by hirers are compatible with the terms of their hire.
- Ensure that appropriate processes are in place to support and develop resident volunteers in a meaningful way that benefits both the individual and the Centre.

Additional Responsibilities (from March 2022)

- Undertaking all administrative, operational and community development staff management.
- Monitoring of the WTBL Plan to achieve all objectives.
- Support for the full WTBL Partnership, working closely with WTBL Partnership Chair(s) and members, Locally Trusted Organisation and Local Trust Representative.
- Provide support for all Full WTBL Partnership meetings and appropriate WTBL Subgroups.
- This post requires an enhanced DBS Check.

Person Specification

Essential Experience, Skills and Qualities

- Experience of managing community buildings and/or art centres
- Experience in Business or Project management
- Good understanding of financial budgets
- Good leadership skills
- Ability to manage and support other staff
- Ability to work collaboratively as part of a team
- Knowledge of charity procedures and/or the Voluntary and Community Sector
- Ability to effectively engage and include local residents
- Ability to prioritise work and deadline demands
- Ability to network well on behalf of WTBL
- Computer literate with a working knowledge of Microsoft packages
- Excellent communication/presentation skills – written and verbal
- A high level of attention to detail
- Flexible attitude to working hours
- Ability to be proactive and demonstrate initiative
- Enthusiastic and creative approach
- Confident and self-motivated
- A strong commitment to community-based services and volunteers
- Commitment to equal opportunities and diversity
- Friendly and approachable personality

Desirable:

- Ability to travel independently ideally with own transport
- Knowledge of the community and geography of Wormley and Turnford

This post will require an Enhanced DBS Check