



Hanover Community Association

Job Description

Job Title: Centre Manager

Location: Hanover Community Centre, and some activities involve being off site visiting other venues in Brighton for meetings and networking.

Responsible to: Trustees

Hours: 25 hours per week, flexible hours between 9AM and 5PM Monday to Friday (to include occasional evening and weekend work). Working pattern to be agreed with the successful candidate.

Salary: £26,500 per annum (pro-rata)

Direct Reports: Caretaker. Other staff and volunteers as required.

Contract: Permanent

About Hanover Community Association

Hanover Community Association (HCA) is a community-led organisation committed to providing a welcoming, inclusive and accessible space for local residents of all ages and backgrounds. The Community Centre is a vital hub for activities, events, support services and social connection.

The Centre Manager plays a key role in managing the Centre, and supporting HCA's mission and Equality, Diversity and Inclusion Strategy by helping to create a space where everyone feels respected, valued and safe.

Job Purpose

To manage Hanover Community Centre and its staff and volunteers.

To support the development and delivery of the Centre as a thriving community resource in Hanover and Elm Grove.

To ensure the Centre is a welcoming, inclusive and accessible space for local residents, supporting HCA's mission and its Equality, Diversity and Inclusion Strategy.

Key responsibilities:

1. Administration/Finance

- Manage the Centre room booking system; issue hire agreements and invoices, ensure payments are made within payment terms, and update agreements when necessary
- Be the first and ongoing point of contact for all regular and event hirers dealing with any issues that arise, ensuring hirers adhere to conditions of hire
- Track incoming and outgoing payments and manage day to day expenses as directed by the Treasurer.
- Conduct in-person Centre inductions for new hirers
- Ensure Centre policies and procedures, risk assessments, insurance and health and safety guidelines, including fire procedures, are adhered to.
- Ensure Centre digital records are kept updated with current and relevant information
- Manage relationship with the building owner (Brighton and Hove City Council)

2. Management of Centre Operations

- Organise repairs, inspections and maintenance work in collaboration with the Building Development Group, with consideration for overall cleanliness and presentation.
- Order all materials required for effective running of the Centre and make timely payments to suppliers
- Line manage and meet regularly with Centre Caretaker to agree recurrent and one-off tasks required for effective operation of the Centre
- Manage access to the building for all visitors
- Manage utility and alarm systems

3. Communication

- Manage communication with Centre stakeholders (neighbours and wider community)
- Promote the Centre and Centre-run activities
- Maximise room usage potential
- Ensure the website and social media are kept up to date
- Attend trustee meetings, including working groups, when requested
- Provide regular updates and reports, and escalating issues when necessary

4. Community Engagement

- Support the Hanover & Elm Grove community to use the Centre as a community hub
- Manage centre fundraising events
- Identify and grow community projects and Centre activities, as directed by Trustees
- Support the recruitment and development of volunteers to run projects and activities
- Identify and participate in relevant community partnership activities

5. General responsibilities

- Attend regular supervision meetings with nominated supervisor
- Any other task that relates to the management of the Centre as directed by Trustees

Person Specification

Essential Criteria

Experience & Skills

- Experience of running or facilitating community managed activities
- Experience of managing people including volunteers
- Independent, self motivated and solution focused
- Effective communication skills
- Excellent IT skills, including social media, email, online banking
- Understanding of H&S regulations in relation to all Centre activities

Personal Qualities

- Reliable, punctual and trustworthy.
- Friendly, approachable and respectful.
- Commitment to Hanover Community Association's values.
- Commitment to equality, diversity and inclusion.
- Flexible and adaptable approach to working hours and tasks.

Desirable Criteria

- Knowledge of community / not for profit sector
- Experience of managing property / buildings / community assets
- Fundraising experience
- Event management experience
- Experience of website management
- Budget management experience
- First Aid qualification.

Equality, Diversity and Inclusion

Hanover Community Association is committed to building a diverse and inclusive organisation that reflects the community it serves. We welcome applications from people of all backgrounds and particularly encourage applications from underrepresented groups. Reasonable adjustments will be made throughout the recruitment process and in employment where required.

Pre-Employment Requirements

- Two satisfactory references.
- DBS check (if required).
