

## The Crossing are looking for a new Centre Manager.

*This is a permanent position*

Please apply in writing enclosing your cv and a covering letter detailing your suitability for the role to Anne Taylor at the above address, or by e-mail to [anne.taylor@thecrossing.co.uk](mailto:anne.taylor@thecrossing.co.uk) .

Closing date is 28<sup>th</sup> September 2018,

Aiming for a starting date of 1<sup>st</sup> December 2018.

Anne will be available for an informal chat with any prospective applicant, please contact at the above e-mail address or telephone 01909 473375 to make an appointment.

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## The Crossing Social Enterprise Co Ltd (SEC) Job Description

Role Title:	Centre Manager
Pay:	£13 per hour
Hours of Duty:	28 hours per week, to include evenings and weekends when required (for which no additional payment is made)
Responsible to:	The Crossing SEC board of Trustees
Location	The Crossing Church and Centre Newcastle Street, Worksop S80 2AT

### **Key Objectives**

- To work in partnership with a range of agencies to ensure the successful operation of The Crossing in its vision, mission and values.
- To work in partnership with others to ensure the sound economic future of The Crossing.
- To ensure good communication with board members and stakeholders.
- To ensure effective and efficient management of staff.
- To ensure effective and efficient management of volunteers.

## **Duties and Responsibilities**

- **Health and Safety & Risk Assessment:** To act as Health and Safety Manager ensuring that all policies, procedures and risk assessments are followed and updated on a regular basis.
- **Safeguarding:** To work in partnership with the Church Safeguarding Officer to ensure that 'safer recruiting' methods are followed.
- **Human Resources:** To directly line manage paid staff. To provide an environment where staff and volunteers can obtain job and role satisfaction and professional development which attracts, retains and motivates quality staff and volunteers.
- **Networking:** To represent and promote the facilities available within The Crossing to the community, business and faith groups.
- **Marketing:** To ensure The Crossing is promoted efficiently and effectively on an on-going basis.
- **Room Hire:** To provide management of room booking system, including fees and licences.
- **Monitoring:** To keep up to date statistical data on building and community use.
- **Reporting:** Report to the SEC Directors, including attending quarterly meetings. Produce the Annual Report. Provide regular and accurate reporting on relevant matters to the Property Committee/Maintenance, Church Council and Café Board.

## **Community Projects**

- To ensure there is equality and diversity in the delivery of projects within The Crossing.
- To identify need, build evidence and where appropriate secure funding to enable The Crossing to deliver new projects.
- To work in partnership with others in enabling them to deliver their project within The Crossing facilities.

## **Continuous Professional Development**

The Crossing offers support to enable you to continuously update your skills and qualifications.

**This post is exempt from the rehabilitation of Offenders Act 1974 and subject to Enhanced DBS Clearance.**

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# **Person Specification – Centre Manager.**

## **Experience Knowledge & Qualifications**

<ul style="list-style-type: none"><li>• Ability and desire to work in a complicated network arrangement mixing the needs of different organisations and the community</li></ul>	Essential
<ul style="list-style-type: none"><li>• Experience of managing bookings of community facilities</li></ul>	Desirable
<ul style="list-style-type: none"><li>• Experience of preparing and submitting successful funding applications</li></ul>	Essential
<ul style="list-style-type: none"><li>• Experience of working with volunteers</li></ul>	Essential
<ul style="list-style-type: none"><li>• A sound understanding of the principles of equality and diversity</li></ul>	Essential
<ul style="list-style-type: none"><li>• An understanding of basic accounting procedures and business principles</li></ul>	Desirable
<ul style="list-style-type: none"><li>• Educated to A-level standard or equivalent</li></ul>	Desirable
<ul style="list-style-type: none"><li>• Health &amp; Safety management qualification (NEBOSH or similar)</li></ul>	Desirable

## **Skills**

<ul style="list-style-type: none"><li>• Excellent interpersonal, communication and negotiation skills</li></ul>	Essential
<ul style="list-style-type: none"><li>• Self-managing, with strong organisational skills, ability to prioritise work and meet deadlines</li></ul>	Essential
<ul style="list-style-type: none"><li>• Leadership skills in both formal and informal settings</li></ul>	Essential
<ul style="list-style-type: none"><li>• Ability to manage budgets</li></ul>	Essential
<ul style="list-style-type: none"><li>• IT literate (Word, Excel, Powerpoint)</li></ul>	Essential
<ul style="list-style-type: none"><li>• Administrative ability, including report writing</li></ul>	Essential
<ul style="list-style-type: none"><li>• Understanding of the various grant funding opportunities available to enhance delivery of the work.</li></ul>	Essential
<ul style="list-style-type: none"><li>• Ability to negotiate and manage conflict</li></ul>	Essential
<ul style="list-style-type: none"><li>• Ability to support and supervise volunteers of all abilities.</li></ul>	Essential

## **Other requirements**

<ul style="list-style-type: none"><li>• Willingness to work unsocial hours, including evenings, weekends (as and when required)</li></ul>	Essential
<ul style="list-style-type: none"><li>• Commitment to equal opportunities in employment/service provision</li></ul>	Essential
<ul style="list-style-type: none"><li>• Commitment to personal and professional development for self and others</li></ul>	Essential
<ul style="list-style-type: none"><li>• Qualified First Aider</li></ul>	Desirable
<ul style="list-style-type: none"><li>• A full driving licence and access to a vehicle</li></ul>	Desirable
<ul style="list-style-type: none"><li>• An awareness of the aims &amp; purposes of The Crossing.</li></ul>	Desirable