



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>James West Community Centre Manager</b>
<b>PLACE OF WORK:</b>	<b>James West Community Centre</b>
<b>SPINE POINT:</b>	<b>SCP (13 – 16) (£29,064 - £30,518 per annum, pro rata for part time hours)</b>
<b>HOURS OF WORK:</b>	<b>2 posts: 30 hours per week and 10 hours per week</b>
<b>ALLOWANCES:</b>	<b>Casual car user allowance</b>
<b>REPORTS TO:</b>	<b>Operations &amp; Facilities Manager</b>

### **A     Main Purpose of the Job**

To be responsible for the day-to-day operation of the James West Community Centre to include bookings management, cleaning and maintenance.

### **B     Summary of Responsibilities and Duties of the Job**

1. To manage Centre bookings using the provided software, liaising with the Town Council Office to provide weekly booking schedules. To undertake supervision, security control and general cleaning of the Hall.
2. Retain custody of Hall keys between hirings.
3. Maintain a register in respect of any keys issued to hirers.
4. Arrange with each hirer for the return of keys.
5. Attend the Hall at the commencement of each booking, issue keys against signature where appropriate and ensure that all booked facilities are available.
6. Advise the Office if any facilities in addition to those booked are used/requested.
7. Ensure that the heating, lighting etc are operating correctly- advising the Office of any deficiencies.
8. Check that the premises for any damages caused in a previous hiring - reporting this to the office.

9. Check that the toilets are properly supplied with soap, toilet tissues and any hand towels.
10. Check that the kitchen is supplied with at least three clean drying cloths.
11. Keep the immediate external areas of the Hall clear of rubbish and other litter.
12. Collect cleaning consumables as in 9 and 10 and returning any used drying cloths from the Town Council Office.
13. Remove all rubbish from the Hall and depositing into the external waste container and putting the external waste container out for collection by the waste each week.
14. Ensure that the Hall is properly secured at the conclusion of the last hiring of the day - including all doors and window locks. Also ensure that all equipment, such as the public-address system and kitchen appliances are switched off and are properly secured or stowed. Ensure that the heating controls are properly set.
15. Report any dilapidations interior or exterior to the Office. In the event of an emergency or when the Hall cannot be properly secured, and the Office cannot be contacted call the nominated Council maintenance operative for assistance.
16. Meet with prospective hires by mutual arrangement to demonstrate the facilities available.
17. Remove any article of personal property left behind after vacation by a hirer and deliver to the Town Council Offices.
18. Undertake maintenance compliance checks and meter readings as requested by line management.

**Note:** This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Town Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with the post.

The Town Council has the right to vary the duties after consultation.

## **C     Other information**

### **External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.  
Face to face, telephone, written and electronic communication.

### **Working Environment**

Based at the James West Community Centre.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

**Health and Safety at Work**

The Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

**Data Protection Act 2018**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

**Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

**Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

## JAMES WEST COMMUNITY CENTRE MANAGER

### PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience.  Commitment to further professional development where required.	
Communication Skills	Ability to communicate effectively with a wide range of people, to establish and maintain good relationships.	
Knowledge and Experience	Customer care.  Experience of working with the public.  Hands on approach.  Knowledge of general maintenance and cleaning.  Ability to effectively organise and prioritise own workload.  Ability to undertake a diverse workload.  Be trustworthy and reliable.  Physically able to undertake duties such as rearranging furniture.	
Skills	Good interpersonal skills.  Ability to work in a team and independently.  An ability to work under pressure with changing priorities and timescales.  Ability to take the initiative and devise creative solutions.	
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	
Other	Prepared to work flexibly and over seven days per week.	Current driving licence and car owner.