



Community Centre Manager (Deputy Clerk to the Council)

The person we appoint will be depending upon qualifications and experience receive a pro-rata salary on a salary ranging from £19,554 to £23,836.

This is a real opportunity for the 'right person' to make a difference to our Community.

Our Community Centre Manager is expected to make a major contribution to our community. They will report directly to the Clerk to the Council and their primary role will be to manage and promote the activities at the Community Centre, related sports facilities, and other assets such as play parks and play equipment.

The role will also focus upon encouraging and energising our community by the organisation and planning of activities and events, and to grow the income generation of our hire facilities. Previous experience of centre management, community engagement, and business acumen would be advantageous.

As Deputy to the Clerk to the Council you will be required in the absence of the Clerk, whenever necessary to support and provide appropriate advice to members of the Community Council.

Our successful candidate will be expected to be flexible so as to provide the support required by the Council. We expect our Centre Manager to work approximately 30 to 37 hours per week. However, we anticipate this will comprise of 6 hours per day (Monday to Friday) with the remaining spread to cover the requirements of Council business, which will include occasional weekend working. There will be opportunities for flexible working hours.

A recruitment pack including an application form, job description and person specification from our HR Consultant, Rod Lee of Human Capital Department. Any questions concerning the role and a request for an application form should be addressed to him in the first instance, his e-mail address is rod.lee@humancapitaldept.com

Applications should be sent to: rod.lee@humancapitaldept.com by close of office hours on 31st March 2020.