



Job Title: Centre Manager

Contract: Full-time

Salary: £25,000

Hours: 37.5 hours

Reports to: Trustee board

Kensington Fields Community Association is looking to recruit a full-time Centre Manager.

The Centre Manager (the Manager) will play a key role in ensuring the management and smooth running of Kensington Fields Community Association (KFCA). KFCA is an incorporated charity in Liverpool that currently operates a community centre and is in the process of taking over another community asset to be developed.

An important aspect of the job is to provide efficient administration, develop the finances, make best use of the facilities available and identify new opportunities by means of effective marketing, fundraising, networking and innovative solutions.

Working closely with the Trustees and other staff and local statutory, voluntary and commercial sector organisations, the Manager will work to ensure the centres are vibrant, well-managed facilities that operate for the benefit of local residents and organisations within a sustainable framework.

The Manager will be given a high degree of autonomy and must be self-motivated.

Responsibilities:

- To ensure the smooth running of the charity, its activities and staff
- To develop services and facilities in accordance with the aims of the Business Plan
- To develop close working relationships with local partners
- To develop the services and facilities of the charity in an entrepreneurial manner
- To investigate and apply for external funding
- To maintain an overview of the financial position of the charity, providing reports to Trustees and funders when required
- To be responsible for the day to day budgeting and accounting system of the charity
- To be responsible for the update and execution of the charity's policies and procedures
- The post holder will also undertake such additional duties as necessary in relation to the work of the community centres

The continued success of the charity will depend heavily on the organisational skills of the Manager and their ability to communicate effectively with all members of the community and work alongside colleagues, partners and Trustees.

Skills and Abilities:

- A professional attitude and approach to the management of the charity and its centres
- Excellent communication skills- both written and verbal
- Confident, self-motivated, innovative and able to work under pressure

KFCA

(Kensington Fields Community Association)

Registered Number: 6598731

Registered Charity Number: 1129800



- Good team leadership skills with the ability to develop and support all members of the team
- Able to prioritise work and demands
- Able to work collaboratively
- Understanding of financial budgets
- Able to work flexible hours when required

Education and Training:

- Educated to at least A-level/level 3 or equivalent with a range of relevant qualifications
- Computer literate with a working knowledge of Microsoft Office, and preferably Xero, although training in this area will be provided if required
- Proven experience in either the voluntary/community sector, business, project management or marketing

KFCA

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