



JOB DESCRIPTION

Job title: Centre Manager

Working Hours: Part-time 21 hours per week (3 days on site)

Holiday entitlement: 25 days per annum FTE pro rata

Rate of pay: Actual £15,120 (Full time Equivalent £27,000)

Reports to: Head of Community Hubs & Operations

Responsible for: Cleaners, Sessional Workers and Volunteers

Location: Eastbrook Manor Community Centre, West Road, Fishersgate, BN41 1QH

Contract: 18 months with opportunity to extend based on funding & organisational need

Start date: Monday 03.08.26

About Community People

We are a charity on a mission to support our communities to thrive; **it's all about people.**

People coming together to act on what's important to them.

People having access to health, wellbeing, justice, and opportunity.

People being heard across all our communities.

People being given the tools and platforms to pursue their passions and make a positive impact in their communities.

We **champion** the role of community organisations and the people who power them.

We **collaborate** with other community organisations, businesses, public sector, and individuals, supporting them to do work that drives positive and long-lasting social change.

We currently support over 550 local voluntary, community, and social enterprise (VCSE) organisations by providing advice and information on a range of practical, legal, financial, and regulatory requirements governing charities. We enable people to work in partnership, bringing VCSE and business communities together. We lead on volunteer recruitment and best practice across the VCSE.

Working at Community People

At Community People, we're all about people and the communities they power. We're a values-led charity, and we want our workplace to be supportive, inclusive and kind - a place where people can do meaningful work and feel respected.

We are a **Real Living Wage employer**, offering fair pay aligned with the median range for our sector. Alongside this, we offer **paid birthday leave**, a paid **Wellbeing Day**, and **three days of paid volunteering leave**, which can be used flexibly for micro volunteering. We also offer **extended leave opportunities** to support different life stages and commitments.

We support your continued professional development through **ongoing learning** opportunities, and you'll be part of a team that cares about fairness, collaboration and real local impact - working with others who believe strong, connected communities make a real difference.

We currently manage the buildings and diaries at The Cherry Tree Centre in Burgess Hill and Bentswood @ No.34 America Lane in Haywards Heath. Both hubs are central providers of community-based activities in their neighbourhoods including chair exercise classes, cafe, public living room, art & craft groups, Family Support, after school clubs, U3A education, meeting rooms, SEND support, Tai Chi and aerobic fitness classes.

Eastbrook Manor Community Centre

We will be operating this asset on behalf of Adur District Council, commencing on 01.09.26. We will be responsible for hosting the current range of service delivery whilst seeking new opportunities and promoting activities for the benefit of the local community.

Main purpose of the role Our local strategic focus is on Community Development and Community Participation and as our Centre Manager you will be responsible for co-creating a welcoming, safe, supportive and inclusive environment for our visitors, hirers, voluntary, charity and social enterprise partners and stakeholders.

In conjunction with the Head of Community Hubs & Operations you will be responsible for the day-to-day management of the premises, ensuring that Eastbrook Manor is operated efficiently and safely in accordance with current Health & Safety best practice. You will be the initial point of contact for room hirers with any premises-related enquiries. Your responsibilities will be managed proportionately within the working hours available.

Key areas of responsibility

Premises management

- Oversee all aspects of premises operation, including booking/hire agreements and contractors who may be commissioned to conduct maintenance and repairs
- Ensure that the setting complies with Health & Safety and governance good practices

- Overall responsibility for building security, fire and intruder alarm systems
- Overall responsibility for ensuring the organisation has appropriate procedures for risk assessment and for all incidents including provision of First Aid (treatment and supplies) and accident reporting
- In conjunction with the Head of Community Hubs & Operations, monitor spending against budget
- To be the principal point of contact for room hire users and dealing with day-to-day issues as they arise
- To prioritise income generation, retention of existing hirers and sourcing new areas of potential business
- Provide IT/technical assistance to hirers and staff working on site
- To work closely with our Participation Lead to promote inclusive and forward-looking practice
- To work closely with our Communications & Volunteering Worker to promote our activities and maximise volunteering opportunities
- To support any specific onsite Community People service delivery
- To help promote our vision of the community hub and explore partnership opportunities
- To prioritise monitoring & evaluation data and record delivery outcomes & outputs
- Undertake weekly fire alarm testing and a yearly fire drill
- Oversee energy providers and ensure non-disrupted supply of essential services
- Keep communal notice boards and leaflet displays up to date
- Support organisational fundraising efforts by inputting into the development of new funding opportunities and writing monitoring reports that evidence our work

Room and equipment hire

- Taking bookings for meeting rooms, ensuring any keys issued are recorded upon issue and returned and that all bookings are recorded on the CRM database
- Managing the daily use of the meeting rooms, setting up rooms when required, ensuring rooms are clean and tidy and equipment is well-maintained and stored safely
- Invoicing organisations for room hire in consultation with the Cherry Tree Centre Manager and Finance Manager
- Offering induction training for hirers on the use of equipment

Administration

- Procure stationery, catering and cleaning supplies and any similar items ensuring that adequate stocks are held
- Lead on local marketing and production of social and printed media with the aim of promoting the visibility and accessibility of the Centre's activities
- Dealing personably and efficiently with personal callers, the Enquiries e-mail inbox, letters and telephone/text enquiries.

General

- Participate in the development of strategy and the business planning processes
- Ensure that all activities are monitored and evaluated
- Work in accordance with all Community People policies, particularly Safeguarding, Lone Working and EDEI
- Work with due regard to the Health and Safety Policy, ensuring that all practices and procedures are undertaken in accordance with issued guidelines. Ensure that all staff and volunteers are aware of their responsibilities, particularly when on site and take action to rectify any issues as they arise
- Attend any training courses and line management meetings as required
- Undertake any other duties as may reasonably be required

Special working conditions

- To be prepared to work flexibly including evenings, weekends and over holiday periods, if required. This may include responding to emergency calls regarding the premises, out of hours.
- Our Lone Worker Policy supports the safety and wellbeing of our staff

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven experience of managing a frontline project in a community setting • Proven experience of managing a building • Demonstrable practice experience of Health & Safety, Risk Assessments, Equality, Diversity, Equity & Inclusion and Safeguarding • Advanced administrative skills including report-writing and all aspects of monitoring & evaluation • Financially literate with budgeting skills • Active advocate and promoter of partnership working 	<ul style="list-style-type: none"> • Working or volunteering in community projects • Experience of managing and training volunteers • Familiar with marketing and using social and print media • Using asset-based approaches when working with local communities
Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> • Excellent communicator able to build effective relationships with people of diverse backgrounds and with different organisations • Be ambitious, enthusiastic, and committed to co-ordinating a 	<ul style="list-style-type: none"> • Creative, compassionate and committed • Demonstrable advanced financial management skills • First Aid qualified

	thriving and successful community hub <ul style="list-style-type: none"> • Proactive, organised and methodical, able to manage competing priorities • Able to work on own initiative 	<ul style="list-style-type: none"> • Understand the meaningful impact of Trauma Informed practice
Knowledge	<ul style="list-style-type: none"> • IT literate – comfortable using IT including MS Outlook (email and calendars), Excel, Word and using electronic record keeping and appointment systems including CRMs 	<ul style="list-style-type: none"> • Knowledge of the services delivered by voluntary and community groups and statutory provision in the immediate locality, in Adur & Worthing and the adjoining local authorities
Other	<ul style="list-style-type: none"> • Applicants will have the right to work in the UK • Applicants will have a clear Enhanced DBS check 	

Application process

Please send a covering letter and CV to recruitment@communitypeople.org.uk by 10am on Monday 01.06.26.

For an informal discussion contact Gordon Knott 07747 585086.

gordonknott@communitypeople.org.uk

Interview date: Monday 15.06.26 at Eastbrook Manor Community Centre, West Road, Fishersgate BN41 1QH.

We are committed to safeguarding and promoting the welfare of the community. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

We are committed to supporting and promoting Equality, Diversity, Equity & Inclusion – and comply with The Equality Act 2010. We believe that everyone has the right to live without fear or prejudice regardless of age, gender, race, sexual orientation, belief or disability. We strive to create an inclusive workplace and tackle all forms of discrimination and inequality in our communities.