



LLANRUMNEY HALL COMMUNITY TRUST

Job Description

Job Title:	Community Centre Manager
Responsible to:	The Board of Trustees
Time requirement:	Full Time
Location:	Based in Llanrumney Hall, East Cardiff, however the post may involve some travel, mainly local –to liaise with other new users for the Centre. The post holder may be required to work occasional evenings and weekends as required.
Salary:	Starting at £30k per annum

PURPOSE OF THE JOB

- Development of Llanrumney Hall Community Centre as a well run sustainable organisation
- Development of User Groups and individuals using the mix of facilities
- Generating diverse income streams through a mix of events, history related visitor attractions, community fundraising income opportunities.
- Developing joint ventures with Education Providers, Community Support Providers (such as healthcare professionals, the range of sports activities which will become available at the location under the Phase 2 development programme, keep fit activities, music, drama, and others).
- Management of any LHCT (Llanrumney Hall Community Trust) staff at the centre and those requiring any necessary DBS checks.

PRINCIPLE DUTIES

Developing Llanrumney Hall Community Centre as a well run and sustainable organisation.

- Contribute to the development and implementation of the Business Plan, based on strategies and objectives agreed by the Board of Trustees
- Ensure effective monitoring and evaluation systems are put in place and manage the annual budget
- In conjunction with the Trustees, prepare reports for Funders and supporters of LHCT.
- Oversee any Consultants services used for L/Hall
- Be familiar with, disseminate and implement all Policies and Procedures for L/Hall

- Assist in managing the main Reception operations, overseeing IT and equipment across all areas of L/Hall, in conjunction with the Caretakers roles.
- Contribute to the collection of relevant statistical, financial and other management information
- Assist the Board of Trustees and Finance Department in coordinating and reporting on the administrative, information and financial systems of L/Hall.
- Manage supplier relationships to ensure efficiency, effectiveness and good value for money.
- Manage LHCT staff at the centre and keep DBS check records/updates.
- Oversee, administer and collate the income generation from all rental activities at L/Hall - groups, individuals, key tenants etc.
- Monitor and ensure the security, cleanliness and minor repairs undertaken by Caretaking and Cleaning staff at L/Hall –ensuring their ongoing effectiveness and efficiency.
- Monitor and oversee the maintenance, cleanliness and good heart of all external ground areas of L/Hall.

Development of User Groups

- Ensure continuous development of the range and diversity of the User groups, paying particular attention to the ranges within the Business Plan relating to the Wellbeing of Future Generations (2015) Act –Welsh Government –which has guided the outcomes required for Llanrumney Hall Community Centre.
- Develop marketing materials for L/Hall
- Increase visitor numbers linked to the historical provenance of L/Hall
- Build relationships with nearby historical centres to form part of a range of experiences for visitors –liaising with the Wales Tourist Board.

Developing Joint Ventures

- Actively seek and develop new joint ventures with a range of community groups, new users, local and national organisations delivering community support ranges of opportunities.
- Prepare a business case for the Board in terms of any new and emerging venture opportunities, their viability and income return prospects
- Manage delivery of joint ventures
- Monitor and evaluate both internally and externally

Development of Income Generating Events

- Develop and deliver programmes of income generating relevant events
- Identify and target potential sources of income for events
- Manage delivery of events programme
- Monitor and evaluate events both internally and externally

Other

- Take responsibility for own learning and development as identified through regular appraisal and review
- Be self-servicing
- Promote and implement LHCT Policies and Procedures, good practice and positive delivery outcomes throughout all duties and responsibilities.

Person Specification

Llanrumney Hall Community Centre Manager

Criteria	Essential	Desirable
<u>Relevant Experience</u> <ul style="list-style-type: none"> ▪ Engaging with a wide range of stakeholders ▪ Partnership working ▪ Financial experience/budgeting ▪ Successful track record in securing funding and sponsorship ▪ Experience of monitoring & evaluation ▪ Preparing reports ▪ Experience of working within a social enterprise ▪ Experience of working to a voluntary Board/Committee ▪ Events management 	E E E E E E E	D D
<u>Skills & Abilities</u> <ul style="list-style-type: none"> ▪ Excellent organisational skills ▪ Excellent communication skills (verbal and written) ▪ Ability to work to deadlines ▪ Ability to work on own initiative, without ongoing supervision ▪ Excellent interpersonal and relationship building skills ▪ Flexible approach ▪ Presentation skills 	E E E E E E E	
<u>Knowledge</u> <ul style="list-style-type: none"> ▪ Good understanding of social enterprises and their operating environment 		D



**LLANRUMNEY HALL
COMMUNITY TRUST**

Application process for the position of Community Centre Manager of Llanrumney Hall Community Trust based at Llanrumney Hall, Ball Road, Llanrumney, Cardiff, CF3 4JJ.

To apply for this new and exciting position in the re-developed historic Llanrumney Hall please use your previous skills and knowledge to demonstrate your suitability for the position using the headings detailed within the accompanying Job Description:-

Purpose of the job: Principle duties : Person Specification

Please also head your written application with details of :

Your Full Name: Address

Telephone contact details: E mail address

We welcome CV's and details of References which may be used to support your application.

Applications may be e mailed to:

mary.harris@llanrumneyhall.org

Or posted to:

FAO Mary Harris. Llanrumney Hall Community Trust

CMB Group of Companies Head Office.

1, Alexandra Gate: Fford Pengam: Tremorfa: Cardiff: CF24 2SA

CLOSING DATE FOR APPLICATION: 16TH March 2019

For Interviews Week Commencing 25th March 2019.

