

JOB DESCRIPTION

Job Title: Centre Development Coordinator
Report to: Operations Manager
Responsible for: Café Staff, Volunteers and Cleaning Staff
Hours of Work: 37.5 per week (5 days out of 7)
Salary: £22,000 per annum
Location: Kings Norton
Contract Type: (i.e. permanent, fixed term etc.) Permanent

Age Concern Birmingham manages Hawkesley Community Centre via an asset transfer.

Job Purpose of Centre Development Coordinator

- To ensure the smooth day to day running of a busy, vibrant community centre, with a community café, to provide a positive and welcoming facility for the local community.
- To lead the centre to develop and promote the activities and support groups, working positively with local community, groups, services and partners.
- To develop the centre and widen the community offering through local networks, organisations and key stakeholders.
- To research, write and apply for suitable grant applications to support development across the centre.
- To complete funding returns and reports as required.
- To be responsible for the effective administration and income management for the centre
- To be key contact for centre users, hirers and the local community.

Essential Duties/Responsibilities:

Day to Day Running of Centre

- To develop and oversee a range of activities and support groups at the centre
- To develop and promote the centres offer to become a key resource within the community.
- To be responsible for dealing with a range of issues presented by centre users.
- To coordinate the buildings facilities management to ensure health and safety
- To oversee the maintenance of the centre.
- To manage room, hire and ensure payment of room hire to avoid centre arrears

Personnel / Administration

- To be part of the wider leadership team working to Age Concern Birmingham’s mission, vision and values, whilst adhering to the charity’s policies and procedures at all times

- To work with the wider team for the development and promotion of the charity's activities and events.
- To undertake financial tasks, prepare invoices and banking.
- To ensure the required deadlines are met for administration of monthly returns.
- To conduct staff 1-2-1's and appraisals

Special Conditions:

- Disclosure and Barring Service (DBS) check will be undertaken for this role.
- This is a description of the job as it is at present.
- It does not form part of the contract of employment.
- Job Descriptions are regularly reviewed and altered when necessary in conjunction with the post holder.

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*Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:
Promoting good practice and prevention of harm and abuse
To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported*

**PERSON SPECIFICATION
Centre Development Coordinator**

FACTORS	ESSENTIAL	DESIRABLE
<p>Skills, Knowledge, Abilities</p> <ol style="list-style-type: none"> 1. Knowledge of community development 2. Excellent interpersonal skills (communication, listening skills) 3. Understanding of Health and Safety 4. Understanding of building management requirements 5. Ability to develop and plan activities 6. Ability to coordinate the community centre and ensure its smooth running at all times 7. Ability to strive for quality at all times 8. Understanding of Equal Opportunities and Diversity in service delivery 	<p align="center">* * * * * * * *</p>	
<p>Previous Experience</p> <ol style="list-style-type: none"> 9. Experience of writing funding bids 10. Previous experience of working within a community centre or building management role 11. Previous experience of dealing with room hirers 12. Previous experience of working within a community based role 13. Experience of leading a team 14. Experience of dealing with difficult situations and conflict management 	<p align="center">* * * *</p>	<p align="center">* *</p>
<p>Experience and Qualifications</p> <ol style="list-style-type: none"> 15. Fully conversant with MS Office 16. Competent with excel spreadsheets 17. Supervisory experience 	<p align="center">* * *</p>	
<p>Personal Characteristics</p> <ol style="list-style-type: none"> 18. Commitment to community development 19. Positive attitude to the role at all times 20. Customer focused 	<p align="center">* * *</p>	

Updated February 2022