

JOB DESCRIPTION

Job Title: Community Centre Development Coordinator

Hours of Work: 37.5 per week (Monday – Friday with occasional planned evening and weekends)

Salary: £22,425 per annum (£11.50 per hour)

Location: Kings Norton

Contract Type: Permanent

Report to: Commercial Services Manager

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

Job Purpose of Community Centre Development Coordinator:

- To ensure the smooth day to day running of a busy, vibrant community centre, and 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 the local community, groups, services and partners.
- To manage centre bookings via our CRM system and to promote and advertise the space available to maximise income for the charity through room hire.
- To develop the centre and widen the community offering through local networks, organisations and key stakeholders.
- To research, write and apply for suitable small grant applications to support development across the centre.
- To support ACB's management team in larger funding applications.
- To write reports as required.
- To be responsible for the effective administration and income management for the centre bookings.
- To be the 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 oversee the health and safety of the centre.
- Line management of Cleaning Staff and Volunteers.
- 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.

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
Community 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 	<p align="center">* *</p>	

17. Supervisory experience		*
Personal Characteristics 18. Commitment to community development 19. Positive attitude to the role at all times 20. Customer focused	* * *	

Updated October 2023