



Tarporley Community Centre - Centre Manager Post

Application closing date 5.00pm 29th November



Tarporley Community Centre is seeking to appoint a Centre Manager to manage Centre bookings, develop promotional activities and undertake associated administrative tasks.

Average of 8 hours per week

Salary £520 per calendar month

**For further information and application details please see our website
www.tarporleycommunitycentre.com/general-information or email
tarporleycommunitycentre@gmail.com**

TARPORLEY COMMUNITY CENTRE: CENTRE MANAGER

Key Areas of Responsibility:

- 1) Bookings: To manage the Centre's booking processes and systems
- 2) Maintenance: To monitor and report on operational matters in regard of the Centre and its facilities as they arise
- 3) Reporting: To produce monthly reports to the Management Committee
- 4) Public Relations: To produce and update content for the Centre's website and oversee/develop Facebook and other social media posts

Duties:

- Respond to enquiries and liaise with clients and potential clients
- Act as the key controller for users/hirers
- Promote facilities and opportunities primarily through social media and the website
- Produce the weekly booking schedule
- Liaise re the works schedule with nominated trustees
- Issuing invoices for users including account holders
- Seek opportunities to generate additional income and/or greater occupancy
- Advise Trustees on policy development
- Act as the Centre's point of contact for Tarporley Parish Council liaison
- Attend monthly trustee meetings

Skill Set

- Good communication skills
- Strong and relevant IT skills
- Good time management skills
- Good problem solving skills
- Recent relevant experience desirable
- Appraisal: There will be probationary and annual appraisals. The post is subject to a six-month probationary period.
- Reporting to: A nominated Trustee

Hours of Work: An average of 8 hours per week

Remuneration: £520 per calendar month

Application: Applications consisting of a CV and no more than one side of A4

setting out suitability for the post should be sent to: Tarporley Community Centre
Chair of Trustees, Matthew Grant. Email tarporleycommunitycentre@gmail.com or
posted to Tarporley Community Centre, High Street, Tarporley, CW6 0AY

**Closing Date: Applications should be returned as above
by 5.00pm on Thursday 29 November**