JOB DESCRIPTION

|  |  |
| --- | --- |
| Job Title: | Centre Operations Manager |
| **Salary**: | £28,000 - £30,000 pro rata |
| **Hours of work**: | 37.5 hours per week: Monday – Friday  |
| **Holidays**: | 25 days pro rata, plus 8 statutory / bank holidays*Holidays to be taken when the centre in closed for 6 weeks over 12-month period.* |
| **Benefits**: | Employer contribution to a workplace pension  |
| **Accountable to** | CEO and Director |
| **Contract**: | Minimum 1 year: Renewable, subject to available funding. Period of notice 3 months. |
| **Probation period**: | 6 months |
| **Main Areas** **of Responsibility** | To hold and articulate the Christian vision, mission, ethos and values of The Oasis Centre.To recruit, train and support staff, session workers and volunteers.To work with the staff team, session workers and volunteers in planning, delivering and evaluating a high-quality service to our clients.To manage the budget of the Centre.To manage the Centre building within the agreed budget.To implement the policies and procedures of the Centre To manage the Human Resources (HR) issues of the Centre.To manage the policies and procedures of the CentreTo manage the finances of the CentreTo manage the administration needs of the Centre To manage the fundraising needs of the Centre |
| **Team Management** | To lead by example with positive, respectful and resilient personal behaviour.To provide day-to-day management of the staff team, session workers and volunteers.To work with the Director and other personnel to identify and implement the recruitment and training needs of staff, session workers and volunteers.To distribute leadership throughout the organisation ensuring that colleagues have distinct and accountable roles and responsibilities. To work with the Director and other personnel to establish fair and transparent systems for managing and developing the performance of staff. |
| **Project Management** | To work with the Director, staff team and other personnel to plan, deliver and evaluate a structured system of support which meets the holistic needs of our clients.To ensure that an ethos of client choice, participation, aspiration and empowerment is fostered throughout the Centre. To be visionary in the identification, development and implementation of new projects.To oversee record-keeping in relation to staff, session workers, volunteers, clients, outside organisations and finances, ensuring accurate maintenance of records in accordance with the confidentiality policy of The Oasis Centre. To ensure effective risk assessments and personal safety procedures are in place to protect workers and clients. |
| **Building Management** | To manage the building within the agreed budget, including the utilities, IT and maintenance contracts.To ensure the safe and smooth running of the Centre Building on a day-to-day basis.To be responsible for health and safety and hygiene through the Centre. |
| **Financial Management** | To manage the Centre within the agreed budget including tracking income and assisting in the preparation of management accountsTo work with the CEO, the Director and other personnel to identify the short, medium and long-term budget needs To contribute to the reporting requirements for all existing grants |
| **Administration Management**  | To oversee general administration procedures including (but not limited to): General correspondence, phone calls and email correspondenceDiary organisation of the centreRoom allocation and set upEnsuring adequate supplies of consumables  |
| **Fundraising Management** | To work with the CEO, Director, the Bid Writer and other personnel to:Identify the short, medium and long term budget needs and to ensure that these are met Assist the bid writer as requested |
| **Policy and Procedural Management** | To ensure that all relevant policies and procedures are communicated to staff, session workers, volunteers and other personnel and that they are appropriately adhered to.  |
| **General** | To represent The Oasis Centre publicly to a wide range of audiences, building relationships with government, local authorities, local residents, the voluntary sector and other relevant agencies.To carry out the above duties in a way which accords with the Christian vision, mission, values and ethos of The Oasis Centre.Bottom of Form |
| **Meetings** | This position will be part of the management team. The Management shall meet each month to discuss the day-to-day running of The Oasis Centre coordinated by the Centre Manager.To email monthly stats to the Centre Manager by the first Monday of the following month. To email quarterly reports to the Centre Manager within 1 month of previous quarter.  |

NOTE: Successful candidates will be required to undertake a DBS check

Thank you for your interest in the role of Centre Operations Manager at The Oasis Centre.