



## **Job Description**

**Post Title:** Centre Manager  
**Report To:** Board of Trustees, St Catherine's Church Centre, Wakefield

### **Purpose of the role**

To lead the strategic, operational and financial management of St Catherine's Church Centre, ensuring the building is welcoming, safe and financially sustainable while delivering a vibrant programme of activities that meet local needs and strengthen community cohesion.

<b>Key responsibilities</b>	
<b>Area</b>	<b>Typical duties</b>
<b>Strategic leadership and planning</b>	<ul style="list-style-type: none"> <li>• Develop and deliver a three-year business plan and annual budgets.</li> <li>• Identify community needs through consultation and translate findings into new services/projects with additional funding/contracts as appropriate.</li> <li>• Balance day-to-day demands with big picture thinking and vision.</li> <li>• Dynamic and creative vision setting.</li> </ul>
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Oversee day-to-day running of the Centre, including room bookings, customer service and incident reporting.</li> <li>• Maintain high standards of cleanliness, accessibility and health &amp; safety throughout the premises.</li> <li>• Line manage staff and volunteers with an appropriate ability to delegate.</li> </ul>
<b>Financial management</b>	<ul style="list-style-type: none"> <li>• Diversify and/or increase income through funding bids, contracts, trading activity and social enterprise projects.</li> <li>• Monitor monthly management accounts, cashflow forecasts and year-end statements</li> </ul>

<b>HR and volunteer co-ordination</b>	<ul style="list-style-type: none"> <li>• Recruit, induct and line-manage a small multidisciplinary staff team and volunteers.</li> <li>• Implement annual appraisals, training plans and wellbeing initiatives.</li> <li>• With support from HR Consultancy oversee all HR matters including disciplinaries, grievances, Performance Improvement Plans etc.</li> <li>• Communicate the vision to all staff and volunteers.</li> <li>• Hold regular meetings with all staff and volunteers.</li> <li>• Manage all safeguarding legislation, safe recruitment and, with support from HR Consultancy, manage any conflicts that may arise.</li> </ul>
<b>Programme and service development</b>	<ul style="list-style-type: none"> <li>• Curate and evaluate a timetable of social, educational and recreational activities for all age groups in line with identified needs.</li> <li>• Broker partnerships with local schools, NHS, councils and charities to co-deliver projects.</li> <li>• Think creatively of solutions and new projects which will further the vision of the Church Centre.</li> </ul>
<b>Community engagement</b>	<ul style="list-style-type: none"> <li>• Act as the Centre's public face, attending residents' forums, cultural events and statutory meetings.</li> <li>• Set up feedback mechanisms to ensure under-represented voices shape provision.</li> </ul>
<b>Governance and compliance</b>	<ul style="list-style-type: none"> <li>• Attend monthly Management Meetings to report on the performance of the Centre and its projects, preparing papers and policy updates.</li> <li>• Be line managed by the incumbent of St Catherine's Church and report regularly to him/her and the Management Committee.</li> <li>• Ensure compliance with Charity Commission regulations, GDPR, Equality Act 2010 and Safeguarding legislation; maintain an up-to-date risk register.</li> </ul>

<b>Facilities and asset management</b>	<ul style="list-style-type: none"> <li>• Commission and monitor contractors for planned and reactive maintenance.</li> <li>• Lead capital projects (e.g. energy-efficiency upgrades) from feasibility to hand-over following the Church of England faculty process when appropriate.</li> <li>• Manage the maintenance register for the building and the organisation's assets.</li> <li>• Ensure insurances for building, activities, employment, and vehicles are competitive and in place.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Strong understanding of the Christian faith and values and support the Christian aims of the Charity.</li> <li>• Making sure that the vision and aims of the centre compliment and support the Churches vision.</li> </ul>
<b>Marketing &amp; communications</b>	<ul style="list-style-type: none"> <li>• Oversee the management of the website, social channels and newsletter; create inclusive promotional materials.</li> <li>• Represent the organisation to media, funders and elected members.</li> </ul>
<b>Monitoring, evaluation &amp; reporting</b>	<ul style="list-style-type: none"> <li>• Collect qualitative and quantitative data (incl. Social Value metrics) to evidence impact.</li> <li>• Report outcomes to funders and use findings to refine services and support new funding applications.</li> </ul>