



Person Specification

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

Essential

Qualifications and checks

- Degree or Level 5 management qualification or significant equivalent experience.
- Enhanced DBS certificate (or willingness to obtain).

Experience

- Proven track-record of managing a busy community, leisure or voluntary-sector facility.
- Successful fundraising via trusts, statutory bodies or trading activity.
- Successful applications for funding to charitable trusts, funding bodies, etc'
- Budget setting and financial reporting.
- Staff supervision and volunteer development.

Skills & knowledge

- Strong grasp of UK charity governance, safeguarding, GDPR & health-and-safety law.
- Excellent partnership-building and stakeholder-management abilities.
- Confident IT user
- Ability to analyse data, write persuasive reports and present to diverse audiences.

Behaviours

- Inclusive leadership style with a genuine commitment to equality, diversity and anti-oppressive practice.
- Entrepreneurial mindset balanced with social-value focus.
- Calm, solutions-focused and resilient under pressure.
- Behaviour and management style in line with the Christian nature of the charity.

Desirable

- Professional qualification in community development, youth work or facilities management.
- Experience delivering capital refurbishment projects or environmental sustainability initiatives.
- Local knowledge of Wakefield demographics and statutory structures.

Person Specification (continued)

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KEY JOB REQUIREMENTS	DESIRABLE/ ESSENTIAL
SKILLS	
Computer literacy	E
Communication skills	E
Organisation skills	E
Customer care skills	E
Self-Motivated and ability to work on own initiative	E
Budget management skills	E
EXPERIENCE	
Experience of financial reconciliation	D
Experience of Health & Safety Risk Assessments	E
Experience of staff/volunteer management	E
Experience of working within the voluntary sector.	D
KNOWLEDGE	
Knowledge of Health and Safety at Work Act	D
QUALIFICATIONS	
Driving/own transport	E
First Aid at Work qualification	D
PERSONAL QUALITIES	
Flexibility	E
Ability to work to deadlines, organise themselves and manage time effectively	E
Diplomatic/discrete	E
Enthusiastic and innovative approach	E
Sincere acceptance, understanding and practice of the Christian ethos and purpose of the Charity.	E