



Centre Manager: Job Description

Come and play an integral role in helping shape the next, exciting stage of our development as a charity and be a part of a brilliant team working with a vibrant community from across Birmingham and the West Midlands!

The role of **Centre Manager** is a senior-level position, reporting to the Senior Church Pastor and Board it is crucial to enabling us to move to the next level as a charity; to ensure future sustainability and to bring Christian faith, hope to our community!

Key aspects of this role will include:

- Developing a funding model and income streams that can resource the ongoing and future work to support our community, particularly through trusts, foundations, statutory funding, the Church, Community Centre, major donors and networking.
- Working closely with the board to develop and implement a cohesive and ambitious 3- year strategy that aids to our vision.
- Oversee day-to-day activities in our church and community Centres
- Liaising with operational colleagues to identify innovative and ground-breaking projects and priorities for funding and develop them into compelling projects.
- Reviewing and developing our performance monitoring and risk management pack, ensuring that it is effective and captures the difference we're making.
- Conducting an ongoing review of our policies and procedures.
- Recruitment and develop an excellent team of employees and community volunteers.
- Hands-on community work where appropriate, including mentoring and stakeholder support.

Essential Characteristics:

- A committed Christian with a strong desire to see our vision lived out.
- Extensive experience in fundraising and income generation.
- A strong, strategic thinker and leader with proven experience leading teams.
- Experience in project development, from infancy to delivery.
- Good communication and organisation skills.
- Able to take the initiative.
- A strong networker with influencing skills.
- Experience in either Community engagement, or project development relating to Community.
- It is a genuine occupational requirement for the post-holder to be a committed, practicing Christian.

Desirable skills and experience:

- Community Worker
- Experience in Ecclesial leadership
- Qualified youth worker.
- Leadership and management/fundraising qualification.
- Experience in charity management.

We have a vision to...

Bring Christianity alive to our community and beyond; through professional, impactful community engagement programmes, food banks, senior citizen and youth activities.

We want to deliver a service that brings positive change and hope to the communities in our city through the delivery of exceptional practical projects which impact people in our city.

Build on our existing Community partnerships and, where appropriate, to develop outstanding and innovative community work that spills out of our community building and brings faith, hope and love to people in other contexts.

How to apply...

Please send your CV and a covering letter to Derrick Dunkley, the Director, at derrick.dunkley@edgbastoncommunitycentre.com explaining how you meet the requirements of this role and why you want to work for the Livingwell Church. No more than 2 sides please.

For an informal conversation about the role, please do not hesitate to email Derrick and a chat can be arranged.

About us...

We manage a community project and run a community building occupied by 60 local charities and churches. We provide space for Mentoring Scheme and community initiatives including youth activities, elderly lunches and toddler groups.

We want to act as a bridge between the community and churches, giving people an opportunity to discover more about the Christian faith in a relevant and engaging way. We have an active and passionate board of trustees with a wide variety of experience.

So come and join us and be part of the Livingwell family! We have an exciting vision to grow the impact and geographical scope of our work across our city in the years to come, as well as implement new lines of work that might spill out further into the community.

Terms of Employment

Salary: £23,000-32,000 (dependent on experience)

Hours: 37.5 hours per week (negotiable) - occasional evening and weekend working may be required.

Annual Leave: A generous 30 days annual leave + bank holidays

Location: Our office in Edgbaston

Pension: 3% employer contributions

Term: 3 years (to be extended subject to funding)

www.livingwellchurch.org.uk

Advertised in line with the 2010 Equalities Act