

Job Opportunity: Community Centre Manager

Location: Edgbaston Community Centre, Birmingham

Hours: Up to 30 hours per week (to be agreed)

Contract: Permanent

Salary: £24,000 – £28,000 FTE (pro rata based on agreed hours)

Start date: As soon as possible

Accountable to: Chair of the Board

Reports to: Senior Church Pastor

About the Role

Are you someone who's organised, community-minded, and passionate about making a difference? Livingwell Community Church is seeking a **Community Centre Manager** to take day-to-day responsibility for the smooth running and development of **Edgbaston Community Centre**, a vibrant and much-loved space serving local residents across Birmingham.

This hands-on role is perfect for someone who enjoys working with people, keeping things running behind the scenes, and making a welcoming, well-managed environment for all who use the centre.

You'll oversee facilities, manage a small team of staff and volunteers, support community groups using the space, and help deliver a safe, thriving hub for the local community — rooted in our Christian values of service, hope and care.

Key Responsibilities

- Manage the day-to-day operations of Edgbaston Community Centre.
- Coordinate bookings, room hire, events and external user groups.
- Supervise and support clerical, cleaning, leisure and caretaking staff.
- Ensure health & safety, safeguarding and fire safety protocols are followed.
- Maintain and review building use policies and procedures.
- Support the recruitment and development of volunteers.
- Liaise with church leadership and trustees to ensure smooth communication and reporting.
- Carry out light-touch fundraising and reporting where needed.
- Represent the centre positively to visitors, stakeholders, and the wider community.

Essential Skills & Experience

- Excellent organisation and time management skills.
- Strong interpersonal and communication skills.
- Experience in managing staff or volunteers.
- Confident in taking initiative and solving problems on the go.
- Experience in community engagement, project coordination or facilities use.
- Ability to handle basic budgets, schedules, and bookings.
- A heart for serving others and working in line with Christian values.
- Able to work occasional evenings/weekends and attend on short notice when necessary.

Desirable (but not essential)

- Previous experience managing a community facility or church-based centre.
- Knowledge of safeguarding, GDPR and health & safety procedures.
- Basic fundraising or bid-writing experience.
- Experience working with a diverse range of community groups.

Equal Opportunities

Livingwell Community Church is committed to diversity, equity and inclusion. We welcome applications from all backgrounds and ensure equal opportunities in recruitment, training and progression, regardless of race, gender, age, disability, sexual orientation, or faith background.

Please note: We are a Christian organisation and ask all staff to support our values and ethos. For this role, it is a **Genuine Occupational Requirement** to be a practicing Christian under the Equality Act 2010.

Additional Information

- The post is subject to satisfactory references and an enhanced DBS check.
 - Includes a 3-month probationary period with structured support and review.
 - Induction, policies training and ongoing support will be provided.
 - Annual leave entitlement based on statutory pro-rata rates.
-

How to Apply

To apply, please submit your CV and a cover letter outlining your suitability for the role and your motivation for applying, by email to
derrick.dunkley@edgbastoncommunitycentre.com