

Dinnington Area Regeneration Trust Manager **Job Description**

Post title: Dinnington Area Regeneration Trust Manager

Employed by: Dinnington Area Regeneration Trust

Accountable to: Trustees

Responsible for: Clerical, cleaning and caretaking staff

Hours: 15 hours per week flexi-time.

Location: Middleton Hall, Barleycroft Lane, Dinnington

Salary: £20,000 pa, pro rata (6 month initial contract with likely extension)

Job Purpose:

- The post-holder will play a key role in ensuring the management and smooth running of Dinnington Area Regeneration Trust and the Middleton Hall, working closely with the trustees. The Manager will work to ensure that the Middleton Hall is a vibrant, well managed facility for local residents, working towards sustainability without grant funding.

Main duties and responsibilities:

(We will be looking for evidence of experience relevant to these in your application form and at interview)

- To help recruit staff for the Trust
- To manage the Trust and staff (clerical, cleaning and caretaking)
- Increasing bookings and thereby developing relationships between those using the centre.
- Marketing D.A.R.T and the Middleton Hall to raise the profile and income.
- Developing local services and activities to be run from the Hall
- Implementation of D.A.R.T aims and objectives
- Assisting the Treasurer with financial management - including returns and reports to statutory bodies and grant applications for services and capital expenditure
- Ensuring the Hall has an up to date User Induction Pack and procedures for using the Centre
- Ensuring that D.A.R.T has up to date policies and procedures as deemed best practice by the Trustees.
- Supervising and supporting of clerical, cleaning and caretaking staff
- Ensuring effective maintenance of the building - including maintenance programmes, supervising contactors and others regarding work in the building
- Ensuring the building is safe and secure at all times
- Managing storage space and equipment use within the building
- Supporting volunteers and volunteer involvement with the running of the Centre

- Working with local partners to ensure activities at the Centre fit with others provided in the area and developing close working relationships with key local partner.
- Investigating and applying for outside funding/grants
- Project managing building renovations and alterations
- Responsibility for health and safety in the building

Personal qualities are important: the post holder will need a strong commitment to helping members of the community get involved and help manage events at the Centre. The post holder will also need to be self-reliant, energetic and able to prioritise activities.

Dinnington Area Regeneration Trust Manager

Person Specification

(We will be looking for evidence of the following attributes in your application form and at interview)

Experience:

- Experience of marketing, preferably marketing building facilities
- At least 12 months experience of managing services or buildings
- Experience of Health and Safety, including risk assessment and maintenance management
- Experience of working in partnership, ideally within a community buildings environment
- Experience of local fundraising and preferably making funding bids
- Experience of working with voluntary sector and statutory partners
- Experience in staff and team management

Skills and abilities:

- Excellent communication skills
- Customer services skills
- Confident and able to work on own initiative
- Able to prioritise work and demands
- Able to work as part of a wider local team managing community buildings and local services
- Able to set up and maintain operating systems
- Understanding of financial budgets
- Able to work flexible hours – prioritising needs of centre management
- Able to communicate well – both written and verbally

Education and training:

- Educated to a reasonable standard
- Computer literate with knowledge of word, excel and access

Other:

- Has a commitment to community run services
- Able to work occasional evenings and week-ends and attend the centre at short notice
- Car owner/driver
- Consent to an enhanced disclosure under Protection of Children Act 1989