



## Job Description

Title: Centre Manager

Location: Abingdon Carousel Family Centre plus occasional outreach sites as necessary

Hours: Flexible from 15 – 25 hours per week (school term time) and 1 - 2.5 hours per week in school holidays.

Rate of Pay: £12.50 - £15.00 (*higher rate paid if post is merged with Finance Officer post*)

### Job Purpose and key tasks

Summary: Taking overall responsibility for the smooth running of the Abingdon Carousel Family Centre and the delivery of high-quality family services by the charity.

1. To develop family support in the Abingdon area by:

- Organising a range of play and learn sessions for under 5s during term time
- Supporting parents with young babies through direct contact and signposting to appropriate services
- Assisting with access to information and advice that is relevant to parents and carers and refer families to other support services
- Working with partners to provide a variety of services for parents, which support families in parenting and adult development
- Working to ensure that the services are accessed by those who most need them through active marketing/outreach to all parts of the community and addressing barriers to participation.

2. Manage the staffing of the centre and the delivery of services by:

- Organising a staffing rota that allows safe and effective delivery of the timetabled programme and good service to partners or room-hire customers
- Managing sudden variations to the rota as they occur including taking key decisions about safe working including cancellation of services when necessary
- Managing staff through effective induction, training, supervision, appraisals and development plans.
- Highlighting staffing problems to the Trustees in a timely manner
- Contributing to recruitment processes for new staff as required by the Trustees
- Ensuring that an appropriate volunteer programme is in place and that induction, support and training is in place.

3. Develop and maintain strong administrative systems that are regularly updated to provide:

- Clear and accessible information for staff and volunteers about approved policies and working practices
- Clear information and up-to-date records to support a best-practice approach to safeguarding
- Collection and analysis of quantitative and qualitative data about service users, uptake of services, volunteer hours and partners' use of the building, and efficient collation and presentation of this data for internal and external use
- Regular written reports to the trustees and external funders

*In liaison with the Finance Officer (if this is a separate post)*

- Correct and regular invoicing of room hires
- Accurate maintenance of petty cash records
- Accurate and timely reporting of staff hours and other payroll information to the accountants
- In liaison with the treasurer, ensure that all bills are paid (or queried) by the due date.

4. Managing resources

- Supervise the everyday running of the centre so that facilities are kept in good order, financial and physical waste is minimised
- Supervise security of property, cash and sensitive data
- Maintain oversight of stock levels of supplies and organise re-order as appropriate
- Manage relations with partners and room-hire customers to bring in a steady income
- Maintain a positive relationship with the landlord's agents including the caretakers and business staff of Caldecott School
- Be aware of the terms of the building lease.

## 5. Compliance

- Achieve the highest standards of safeguarding, as set out by Oxfordshire County Council guidance. The job includes being the designated lead for safeguarding and keeping all the necessary personal qualifications up to date to enable this role.
- Plan and follow health and safety procedures to provide a safe environment for all users of the services, staff and volunteers.
- Ensure compliance and good practice in relation to SEND
- Arrange for the centre to be run in a way that complies with the security measures required by the terms of the lease and the insurance policies that cover the centre
- Work within the requirements of the GDPR.

## 6. Other duties

- Assist with marketing and publicity efforts, fundraising appeals and grant applications as directed by the Trustees
- Ensure that the web site is kept up to date and that social media is used appropriately to publicise events, celebrate achievements etc.
- Attend meetings of the Trustees as requested
- Provide occasional cover for weekend projects when other staff are sick or on holiday
- Occasionally, to carry out any other duties relevant to the post as may reasonably be required by the trustees.