

Kew Community Trust

Job Description

Post:	Centre Director
Accountable to:	Board of Trustees
Line managed by:	Chair of Trustees
Hours:	20 per week
Salary:	£24,000-25,000
Base:	Kew Community Centre, The Avenue, Kew, TW9 2AJ

Job Summary

The Centre Director provides leadership to the Trust working closely with the Board of Trustees to lead and develop Kew Community Trust in line with agreed strategy, delivering daily operations and services at the Centre ,with responsibility for managing two teams offering spaces for event hire and running a daily club (The Avenue Club) which provides opportunities for local, older people to build social networks, learn new skills and improve wellbeing.

Key responsibilities

1. Leadership and management

- Providing leadership for the management and administration of the Centre, working with the Trustee board to develop trust policy and organisational strategy.
- Effective management of staff, finance and other resources
- Ensuring the Centre is a safe, secure, attractive and well-maintained venue for local activities
- Ensuring the Avenue Club is inclusive, well managed and responsive to the needs of the community.
- Identifying and mitigating any major risks to the Trust
- Updating the Board of any external changes that may affect the Trust.
- Responsible, alongside Trustees, for compliance in meeting legal, statutory and regulatory obligations.

2. External Relations

- Developing mechanisms for listening to the views of Centre users on the performance of the Trust and areas for future development
- Disseminating information to keep members and the wider community up to date with Trust developments, including organising the AGM.
- Ensuring Centre facilities allow for the broadest possible community access
- Developing and maintaining good working links with the community and voluntary sector organisations, council departments and other local services
- Representing and being an advocate for the Trust and developing its profile at all appropriate times.
- Regularly marketing the Trust's activities and facilities in line with the values agreed by the Trustee Board.
- Identify sources of funding and manage fundraising opportunities.

3. Security of the Centre

- Responsible for the security and procedures within the building, for maintaining adequate insurance, employers' liability, public liability and the administration of hirer's insurance.

Person Specification: Centre Director

		Essential	Desirable
Experience	At least three years management experience	Yes	
	Experience in managing board level relations		Yes
	Voluntary sector		Yes
	Risk assessment and management		Yes
	Buildings management including health and safety		Yes
Skills/Abilities	Strategic development, ability to deliver agreed plans		Yes
	Ability to identify practical problems, develop solutions and make decisions	Yes	
	Ability to determine priorities, set realistic timescales and organise own time effectively	Yes	
	Excellent oral and written communication skills, including report writing	Yes	
	Ability to build networks and make connections across all groups	Yes	
	Understand the principle of corporate governance	Yes	

		Essential	Desirable
Knowledge	Understand legal, statutory and regulatory law relating to charities		Yes
	Understand Equal Opportunities and Health and Safety		Yes
	Knowledge of general business practices	Yes	
	Working knowledge of marketing		Yes
	Flexible approach; ability to adapt to the needs of the organisation	Yes	
	Ability to be appropriately assertive	Yes	
Attributes	Willingness to undertake occasional out of hours duties	Yes	
	Leadership style, which encourages, motivates, inspires and develops staff and volunteers.	Yes	
	Maintain discretion and confidentiality	Yes	