

Job Title: Community Centre Manager

Location: Destiny House International CIO, Brent Hub Community Enterprise Centre, London, NW10 8BN

Salary: £30,000 per annum (pro rata)

Hours: Part-time (25 hours per week, shift-based), with potential to increase to full-time

Reporting to: Executive Director / Board of Trustees

Overview

Are you an experienced leader with a strong background in community-focused management and a passion for making lasting impact? Destiny House International CIO is looking for a dynamic **Community Centre Manager** to lead the development and growth of our vibrant community hub.

This is a key leadership role within our evolving team structure, designed to enhance long-term sustainability, strengthen community engagement, and ensure effective and efficient delivery of services. We are seeking someone with strategic vision, operational expertise, and a deep commitment to community empowerment.

You will oversee a dedicated team including a Centre Administrator, Centre Workers, and volunteers, while driving forward the strategic priorities of DHI. Your role will be instrumental in ensuring our programmes and venue flourish—delivering meaningful outcomes for the communities we serve.

Key Responsibilities

Leadership & Strategy

1. Lead the day-to-day running of the community centre with professionalism, efficiency, and care.
2. Develop and implement a **long-term strategy** for the centre that ensures its sustainability, relevance, and growth.
3. Inspire and supervise staff and volunteers, setting clear goals and providing regular support and feedback.
4. Work closely with the executive team to align the centre's work with the broader vision of Destiny House International CIO.

Operational Management

1. Manage room bookings, prepare hire spaces, and ensure the smooth running of daily activities.
2. Ensure all **policies, procedures, and licensing requirements** are up to date and followed correctly.
3. Monitor and maintain high standards in **health and safety**, conducting regular checks and risk assessments.
4. Oversee building maintenance and liaise with contractors as needed.

Financial Oversight

1. Support financial planning and monitoring in collaboration with the DHI Finance Manager.
2. Assist in the preparation of budgets and financial reports.
3. Identify and develop **income-generating opportunities**, including long-term bookings and fundraising.

Marketing & Promotion

1. Lead on the development and delivery of a **new marketing plan** to increase visibility and usage of the venue.
2. Oversee website improvements, increase social media engagement, and develop a digital mailing list.
3. Create promotional materials (posters, leaflets, etc.) to support outreach and bookings.

Community Engagement & Partnership Development

1. Build and maintain strong relationships with local groups, organisations, and partners.
2. Develop new **community-based projects and services** in response to local needs.
3. Represent the centre at relevant networking and partnership meetings.

Fundraising & Project Development

1. Identify and apply for relevant **grant funding** opportunities.
2. Lead the **design, planning, and delivery of funded projects**, ensuring outcomes and reporting requirements are met.

Training & Staff Development

1. Establish and oversee a training programme for staff and volunteers to ensure ongoing development and compliance.
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Person Specification

Essential:

1. Substantial experience in a **management role**, preferably in a community, charity, or public service setting.
2. Demonstrated ability to develop and implement strategic plans.
3. Strong leadership and team management skills.
4. Proven track record of successfully managing projects, venues, or services.
5. Excellent organisational, communication, and problem-solving skills.
6. Financial acumen, including experience of budgeting and managing resources.
7. Ability to work independently, take initiative, and make sound decisions.

Desirable:

1. Previous experience as a **Community Centre Manager** or similar operational role.
 2. Experience of applying for and managing **grant funding** and externally funded projects.
 3. Knowledge of local community needs and the voluntary sector.
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Expected Outcomes

1. Increased venue bookings and income generation.
 2. A clear, long-term strategy and business plan for the centre.
 3. Stronger marketing and online presence.
 4. Improved health and safety systems and building management.
 5. A wider range of community services and improved engagement with local residents.
 6. A self-sustaining centre supported by a skilled and motivated team.
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This is an exciting opportunity to make a real and lasting impact on the community. If you're ready to bring leadership, innovation, and strategic thinking to our organisation, we'd love to hear from you.

To apply, please submit your CV and a cover letter detailing how your skills and experience align with the role.

Closing date: Friday 27th June 2025