

Job Description – Community Centre (The Hub) Manager

April 2022



Job Title	Community Centre (The Hub) Manager
Location	The Hub, Englefield Green, Egham
Terms	Part-time 3 days (22.5 hours) ongoing
Salary	£15,000-£18,000 (depending on experience) per annum plus statutory holiday entitlement

About Us

The Hub is a community outreach project initiated and run by The Journey Church in Englefield Green. Established in 2012, it serves as place for all people in the local community to come together. A programme of regular, tailored activities runs throughout the week including youth and children's clubs, workshops, cafe and garden project, cooking club, Sunday lunches, community days and much more. (See page 3 for vision statements).

The Role

- To work with The Journey leadership team to manage and develop The Hub activities
- To ensure that the premises are available and fit for purpose at the appropriate times
- To oversee and support volunteers to enable the smooth running of the Hub operations and activities; ensure and build a motivated and skilled volunteer team with a culture of good practice and excellence
- To successfully network with outside authorities, agencies and the local community, including fundraising
- To manage the risks and users of the site, both internal (The Journey) and external (e.g. outside community, hirers, agencies etc)
- To be a role model and key influence for good in the community

Key Responsibilities

- Ensuring the Hub building is fit for purpose and open and available when required, including organising any repairs, compliance with fire regulations and Control of Substances Hazardous to Health ("COSHH")
- Building relationships with the local community, schools and agencies
- Working with key stakeholders, local agencies and The Journey leadership
- Managing the recruitment and expansion of the volunteer teams to ensure a culture of excellence and mutual support
- Working with local agencies and volunteers to promote and start-up new activities and clubs that provide a positive experience for the local community
- Managing the Hub expenditure within the approved budget or the funds available
- Seeking and applying for new sources of income whenever appropriate, and accounting for expenditure with funders as necessary
- Ensuring best practice and safeguarding procedures are adhered to; ensuring that risk assessments are in place for group outings and activities
- Promote communication, networking, publicity and good administration of the Hub to the local community; including maintaining email distribution lists, social media, and The Hub website, and updating these regularly with news and upcoming events

Key Skills

Essential

- Several years of relevant community work and/or management experience (and good written references)
- Reliable and proven team leader
- Strong self-motivational skills and event planning
- Ability to creatively develop the activities of the Hub
- A heart for the local community
- Organised and reliable individual, able to manage, change and adapt appropriately to unexpected occurrences

Desirable

- Sympathetic to the goals and values of a Christian church
- Driving licence
- Living locally to the Hub premises
- Computer literate

This job description sets out the key elements of the role. However, you will be expected to undertake any other reasonable responsibilities as necessary.

Vision Statements

The Journey

Engaging with God and sharing His goodness is The Journey's ongoing aim. We desire to have God at the heart of our community, to be a prayerful, worshipping community in rhythm with the heartbeat of God, drenched in the reality of Christ, and carrying His good news. We seek to draw closer in our friendships with one another, to go deeper in our understanding of the Lord, and express his love and goodness to those around us, both within The Journey church community, and within our local area and wider community, sharing the good news with our local community and welcoming people to join our fellowship. The Hub is a vital expression of our outreach into the local area.

The Hub

We want to see all kinds of people gathering together from across the village and beyond. We desire to establish a place where our community will thrive and where the community can join in, have fun, and learn. We want to see people developing meaningful friendships in a thriving village community, and wish to cultivate an environment of wholehearted care for our community in genuine partnership with our neighbours and nature.