

**Centre Manager  
East Bedlington Community Centre**

**Job Description**

- Responsible to:** Appointed Line Manager
- Hours:** 25 hours per week, including evening and weekend work (with option for occasional additional hours)
- Salary:** **£27,771 -£30,060** per annum pro rata
- Holidays:** 23 days per annum plus public holidays (pro rata)
- Disclosure:** This position is subject to satisfactory references, and an enhanced Disclosure and Barring (DBS) check and subsequent re-checks
- Located:** **Platform 1 &** East Bedlington Community Centre, 16 & 17 Station Street, Bedlington NE22 7JN
- Work pattern:** 25 hours variable days

**Job purpose**

To play a key role in developing Community Café and the designated social activities within the Centre, including live music, community cinema, landmark celebrations and contribution the smooth running of pre- arranged festive celebrations and civic events.

**Main duties**

1. To take an active role in the running and supervision of the community café and Platform 1 performance space.
2. Ordering stock and all aspects of stock control.
3. Booking live bands and performances.
4. Recruiting casual bar staff and maintaining staff rotas.
5. To be responsible for all admin duties relating to the post including cash handling, and maintaining floats, budget management, temperature control records.
6. To actively promote the Buffet Car and Platform 1 using a range of social media platforms and visual displays.
7. To work within the policies and procedures of East Bedlington Community Centre at all times, particularly, Health and Safety and Safeguarding policies.
8. To act as a key holder and be responsible for securing the premises on exit.
9. To work within licencing legislation.
10. To take part in training and development activities as required
11. To create a culture and environment where service users feel safe, welcome, included, and treated with respect, honesty and openness.
12. To undertake other tasks commensurate with the position as required

## Person specification

Requirements	Essential	Desirable
<b>Qualifications/accreditation</b> <ul style="list-style-type: none"> <li>Recognised qualification in hospitality, marketing or business development.</li> <li>Personal Licence holder</li> <li>First Aider</li> </ul>		X X X
<b>Experience</b> <ul style="list-style-type: none"> <li>Working as a Designated premises supervisor</li> <li>Carrying out risk assessments</li> <li>Purchasing and controlling stock</li> <li>Supervisory role within leisure, hospitality or facilities management</li> <li>Practical working as part of a multi-disciplinary team</li> <li>Planning staff rotas</li> <li>Recruiting casual staff</li> <li>Working with live bands and performers</li> </ul>	X X X X X	X       X
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge of the Licensing Legislation.</li> <li>Knowledge of Health and Safety.</li> <li>Knowledge of food hygiene (hold or willing to obtain food hygiene certificate).</li> <li>Knowledge of projection, sound and lighting systems.</li> <li>Knowledge of performing arts and/or event management.</li> <li>Working knowledge of social media platforms</li> </ul>	X X    X	X  X X
<b>Skills</b> <ul style="list-style-type: none"> <li>Ability to engage and build effective relationships with a wide range of people.</li> <li>Ability to enthuse, energise and motivate others.</li> <li>Planning and organisational skills.</li> <li>Communication and interpersonal skills.</li> <li>Ability to work flexibly including evenings and weekends.</li> <li>Time management skills and a calm approach when working under pressure.</li> <li>Ability to self-motivate, work on own initiative and make appropriate decisions.</li> <li>Admin, IT, and clear and accurate record keeping skills.</li> </ul>	All essential	
<b>Other/personal qualities</b> <ul style="list-style-type: none"> <li>Respectful, non-judgmental and understanding approach</li> <li>Commitment to providing high quality services.</li> <li>Commitment to working within the Centre's policies and procedures.</li> <li>Willingness to work flexibly and undertake different tasks as required.</li> <li>Ability to drive and have access to a vehicle.</li> </ul>	All essential	

## **APPLICATION PROCESS:**

Applications must be made using an application form. CVs are not acceptable and will not be taken into consideration during the shortlisting process.

**Closing date:** Completed applications must arrive by 9am Friday 16 January

**Send to:** Trustees, East Bedlington Community Centre,  
16 & 17 Station Street, Bedlington NE22 7JN

Email: [eastbedlingtoncommunitycentre@gmail.com](mailto:eastbedlingtoncommunitycentre@gmail.com)

### **Interviews:**

It is anticipated that interviews will be held at East Bedlington Community Centre. Structure will be a panel interview. An immediate start date for the successful candidate, subject to DBS checks.