

Community Centre Manager

East Bedlington Community Centre is a vibrant hub dedicated to supporting local residents through events, activities, and services that foster community spirit and well-being. We are seeking a passionate and experienced Community Centre Manager to lead our team and ensure the centre continues to thrive.

This is a hands-on role that includes overseeing the day-to-day operations of the centre, running our community café, and managing Platform 1 – our music and entertainment venue. You will work closely with staff, volunteers, and local partners to deliver high-quality services and engaging programmes for the community.

Key Responsibilities

- Oversee the daily running of the centre, café, and Platform 1 venue.
- Manage staff and volunteers, providing leadership and support.
- Develop and implement community programmes and events.
- Maintain financial records and manage budgets effectively.
- Build strong relationships with local organisations and stakeholders.
- Ensure compliance with health and safety regulations.

Person Specification

- Proven experience in community development or centre management.
- Strong leadership and organisational skills.
- Excellent communication and interpersonal abilities.
- Ability to manage budgets and resources effectively.
- Passion for community engagement and social impact.
- Experience in hospitality or event management is desirable.
- Holding an up-to-date Personal Licence will be an advantage.

Additional Information

Location: Based at East Bedlington Community Centre

Salary: £27,771 – £30,060 pro rata

Hours: 25 hours per week (including some evening and weekend work)

- Applicants must complete an application form, available from East Bedlington Community Centre, 16 Station Street, Bedlington NE22 7JN, clicking on download or via email: **eastbedlingtoncommunitycentre@gmail.com**
- The post is subject to a satisfactory DBS check.
- Immediate start available for the successful candidate.
- **Closing date for applications: 9:00am, Friday 16 January.**