   
THE ARK GEDLING  
REGISTERED CHARITY: 1212587

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| **JOB TITLE:** Community Centre and Grants Manager | **Salary:** £20,000 per annum |
| **Hours: 20 hours per week, preferably 10am-3pm Monday-Thursday or Tuesday-Friday, subject to negotiation** | **Annual Leave Allowance + pension:** Currently statutory minimum applies, however, there is a possibility of negotiating on these with a successful candidate. |
| **Responsible to:** The Board of Trustees |  |
| **Location:** The Ark Advice Centre, NG4 4HX |  |

**About the Ark Gedling**

The Ark Gedling is a Christian charity that exists for the prevention and relief of poverty and hardship; it is a UK registered charity and a member of Advice UK. It provides a community café, with a range of activities to support community development and mutual support, which operate in conjunction with advice sessions, so that local people receive expert advice alongside compassionate community support and empowerment. It works in close partnership with other charities and with local churches. We are excited to announce we are hiring a new Community Centre and Grants Manager to take us into a new phase in our 20-year history.

**Who we are looking for:** We are seeking an individual who is experienced in charity sector work and is enthusiastic about building community and assisting people in hardship and poverty. The ideal candidate will have a background in the charity sector and a good awareness of welfare rights advice work. They will have a vision for how to help the charity reach it’s potential and continue the legacy of excellent advice provision and community development that is already established. The new Centre Manager will be comfortable providing light touch Christian spiritual leadership for the work as a whole. They will have good experience and knowledge of fund-raising and bid-writing.

The successful candidate will need to be self-motivated, dynamic and enjoy leading a small team of staff and volunteers. They will have a high level of English language skills both written and oral and will be a good listener able to empathize with people in distress.

**Responsibilities include:**

**Community Centre Management**

* Responsible for the day to day running of the Centre.
* Lead on creating a welcoming, supportive and inclusive environment with support from other staff and volunteers
* Inspire, equip and encourage existing and new volunteers to contribute to the positive development of the Ark Gedling
* Work with the centre users and the wider community to identify needs and aspirations and enable the development of the project as whole, and of appropriate groups/projects, in response, in consultation with the Board of Trustees
* Lead on the promotion of the Charity and liaison with other organisations, including churches and Christian organisations, councillors, food banks and local MPs, plus statutory bodies such as HMRC, Charity Commission and Borough Council.

**Finance and Fundraising**

* Secure funding by various means including, but not limited to: writing funding bids, building partnership work, overseeing fundraising events and encouraging occasional and regular donations
* Maintain adequate records and provide full reports and statistics for funding bodies and trustee meetings.
* Liaison with Treasurer to establish budgets and monitor cashflow. Counting and securing daily cash takings.

**Line Management**

* Provide supportive line management to the Advice Manager who will in turn line manage their own assistant.
* Provide line management for any other (non-advice related) staff if and when recruited.

**Operations Management**

* Responsible for formal processes of recruitment, training, monitoring and support of staff and volunteers.
* Keep up to date with relevant legislation.
* Manage a complaints process approved by the Trustees
* Undertake any other reasonable requests, consistent with the purpose of the post, as directed by the Board of Trustees.

**Personal Qualities and Skills**

There is a genuine occupational requirement that the post holder will be a practising Christian.

E – Essential

D – Desirable

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| Enjoys working in a lively, informal community setting  Ability to communicate clearly both written and orally, including public speaking in a variety of settings including local churches.  Ability to build positive relationships with community members and partners  Self-motivated and able to take own initiative  Operates effectively under pressure  Able to delegate effectively and encourage creativity and development in others.  Community and customer focused  Ability to recognise key issues and recommend actions  Ability to prioritise  Ability to work co-operatively with others and gain the trust and respect of colleagues  Willingness to undertake job related training  Ability to maintain confidentiality | E  E  E  E  E  E  E  E  E  E  E  E | Application/Interview |

**Relevant Experience**

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| Experience of working in charity or community project setting  Management experience in a charity/business or public setting  Experience of line managing staff  Experience of fund-raising and grant bid writing.  Experience managing volunteers | E  E  E  D  D | Application/Evidence  Application/Evidence  Application/Evidence  Application/Evidence  Application/Evidence |

**Qualifications:**

Essential: GCSE or equivalent qualifications in Maths and English – Grade C and above.

Desirable: A Levels or degree level qualifications.

**Safeguarding:**

A satisfactory enhanced Disclosure and Barring Service (DBS) check will be a requirement once a conditional offer of employment is made to successful candidates.

**How to apply:**

Please send your CV and a covering letter explaining why you want the job and how your experience fulfils the criteria to [recruitment.thearkgedling@gmail.com](mailto:recruitment.thearkgedling@gmail.com)

**Application deadline:**

Applications must be received in the format stated above by Friday 5th September. Interviews are currently scheduled for week commencing 15th September.

For further information please call 0115 8599556 or email [theark@thearkgedling.org.uk](mailto:theark@thearkgedling.org.uk)