



Project Manager

(Initial fixed-term contract until the end of September 2025)

Background

Big Local Broad Green, (BLBG) part of the Big Local initiative <https://localtrust.org.uk/> have been active in the community in Broad Green, Croydon for a number of years. The partnership is run by an elected steering group and grant funds and runs activities from their Hub in the town Centre. They are now developing their legacy project which involves taking on the long-term lease for a new community hub and open space in Broad Green. They have formed a Company, Broad Green Common, which will shortly apply for charitable status, to do this. In the meantime, Community Alliance Broxbourne & East Herts are the accountable body and will be the employer for this post.

The funding for this post is initially fixed until the end of September 2025. It is the intention of the Big Local Broad Green to provide continuation funding for this post beyond this date. This post requires an enhanced DBS Check

Terms and Conditions

Hours of work:	Hours are negotiable between 3 days and 5 days a week (37hrs). The role will include some evening and weekend hours, (time off in lieu applies)
Salary:	£33,000 - £35,000 per annum (pro rata for part time)
Holiday:	25 days per annum plus public and bank holidays (pro rata for part time)
Employed by:	This post will be employed by Community Alliance Broxbourne and East Herts https://communityalliancebeh.org.uk/ whose terms of contract will apply.
Responsible to:	This role will formally report to a named person from Community Alliance Broxbourne and East Herts with reference to the Chairs of the BGLB Partnership and Broad Green Common.
Location:	The Hub, 38 Keeley Road, CR01TF

Purpose of role:

The primary purpose of the post is to assist the steering group and then the Trustees of the new Charity to ensure effective delivery of the current programme and the transition to the new community hub, once it is constructed.

Duties will include:

- The post-holder will be responsible for the management of any volunteers and/or salaried staff taken on by BLBG.
- Responsible for the compliance and health and safety of the centres, observation of local relevant bylaws, including regular updating of policies and procedures, ensuring that the reputation of the community centre is safeguarded.
- Ensure that the buildings work towards Carbon Net Zero through energy efficiency, zero waste and active travel and other policies.
- Develop and maintain an annual budget with monthly reporting to the BLBG Trustees.
- Responsible for all internal finance systems, including managing Charity Bank account, and preparing (with Accountant) monthly and Year End accounts.
- Develop mechanisms and set up systems for measuring social impact and financial success.
- Ensure all reporting to funders is of a high standard and within the time scales set
- Encourage the Council, local statutory services, local voluntary sector bodies and local business organisations to use the centres for open days, social events, public meetings, advice services and conferences etc
- Maintain positive relationships with all external agencies, including local authorities, the local community, voluntary sector organisations, business contacts, the media and all other stakeholders and clients of the community centres.
- With the administrative worker, schedule, attend and ensure minutes are taken all BLBG Trustee meetings and Broad Green Common Board meetings.

Hub Management Responsibilities

- Ensure the building is kept clean and secure at all times, through overseeing day to day repairs, cleaning and regular external service contracts.
 - Ensure that hire charges and terms and conditions of hire are regularly reviewed and updated and information and procedures for users of the centre are in place.
 - Ensure services provided by hirers are compliant with the terms of their hire.
 - Respond effectively to the needs of centre users, customers and the local community including learning from feedback and utilising this to make changes where necessary
 - Accountable for the promotion of the use of the centre including the development of a community centre website.
- Undertake such additional duties as necessary in relation to the work of the community centre

Transition to the new Community Hub (Pavilion)

- Liaison between the steering group, trustee board, developer, advisors and other professionals involved on the construction of the new hub and open space. Including on the lease, internal fit out and open space design.
- Oversee the staged plan for the development of the Pavilion by coordinating the architects, local authority, fundraiser, trustees and key subgroups.
- Develop an online booking system.
- Responsible for working with the BLBG Trustees and fundraiser to develop a funding strategy that ensures all relevant sources are researched and applied for by the appropriate deadlines.
- Identifying, researching and generating new business opportunities in order to bring in a regular stable revenue, improving profitability and business growth, being accountable for ongoing project management and business development

Person Specification

Personal Qualities

The Manager will have a strong commitment to helping members of the community get involved with the centre. The Manager will also need to be self-reliant, energetic, and able to work on their own initiative and to prioritise activities.

The continued success of the centres will depend heavily on the organisational skills of the Manager and their ability to communicate effectively with all members of the community and work alongside colleagues, Partners and Trustees.

Skills and Abilities - Essential

- Experience of working at a senior level in community buildings
- A professional attitude and approach to the management of the centre
- Excellent written and verbal communication skills
- Customer service skills
- Confident, self-motivated, innovative, and able to work without direct supervision
- Good leadership skills with the ability to develop and support others. Good facilitation skills and diplomatic.
- Able to prioritise work and demands
- Ability to be proactive and demonstrate initiative
- A strong commitment to community-based services
- Ability to network well on behalf of the charity and develop collaborative approaches.
- Computer literate with a good working knowledge of Microsoft packages, particularly Excel
- Understanding of financial budgets and their preparation
- Able to work flexible hours including some evenings and weekends

Desirable:

- Proven experience in the voluntary sector or community development
- Experience in Business or Project management
- Ability to travel independently ideally with own transport.
- Knowledge of the community and geography of the local area
- Accounting knowledge; familiar with Xero, Stripe or online banking systems