

Centre Manager – St Mary’s Parish Centre

Location: St Mary’s Parish Centre, Station Road, Burley in Wharfedale

Reports To: Centre Steering Group and Church PCC

Employment Type: Part-Time 16 hours per week, usual working pattern of four mornings per week based at the Parish Centre, with occasional flexibility. Fixed term 2 year contract.

Salary: £33,000 full time equivalent

Position Overview

St Mary’s Parish Centre is a church presence at the heart of Burley in Wharfedale. It is a place of welcome where community projects are based and rooms are let commercially. The Centre aims to be financially independent from the church raising funds from commercial lets to meet the running costs of the Centre and develop community projects. The centre is also a base for the Parish Office where some volunteers carry out church admin tasks.

We are seeking a passionate, forward looking, individual to develop the Parish Centre, raise its profile within the village and lead a committed group of volunteers. The Manager ensures the Centre operates efficiently, sustainably, and in alignment with the church’s community-focused mission.

This is a great opportunity to work with our team of committed, positive and willing volunteers. There is a high level of potential to develop the centre and make a difference in the local and church community.

Key Responsibilities

1. Leadership & Operations

- With the support of the Parish Centre Steering Committee, provide strategic and hands-on leadership across all areas of Centre operations.
- Direct and supervise the staff member who cleans the Parish Centre and the church.
- Lead, support and recruit a valued network of volunteers.
- Foster a collaborative, customer-focused culture that reflects the Centre’s inclusive community values.
- Maintain high standards of service and accessibility throughout the facility.
- Ensure compliance with all health and safety, licensing, and safeguarding requirements.

2. Financial & Commercial Management

- Working with the treasurer, develop and manage the annual budget, ensuring financial sustainability and recommend corrective action as appropriate.
- Maximise revenue through space hire, events, and partnerships.
- Lead the Centre’s fundraising efforts, including grant applications, to support community projects and capital improvements, alongside the steering group and PCC.
- Identify and manage the integration of new management and financial systems to improve the operating efficiency of the Centre.

3. Centre Development and Marketing

- Act as a lead ambassador for the Centre within the village.
- Work with local groups and organisations to support and promote use of the Centre.
- Support private hire clients with planning and support to ensure a seamless experience.
- Promote use of the centre by local businesses and groups through use of networking and social media to raise the profile of the Centre.
- To identify community needs to introduce new projects and initiatives within the centre.

4. Governance & Reporting

- Support the Centre Steering Group and PCC with operational & financial updates, reports, and strategic planning input.
- Being alert to and advising the PCC of impending issues at the earliest opportunity.
- Ensure compliance with relevant legislation, policies, and procedures.

Experience & Attributes

Essential

- Excellent leadership and management skills, particularly, in the engagement and motivation of a team of staff and volunteers.
- Excellent communication and negotiation skills across a wide range of diverse centre users and community stakeholders.
- Ability to offer a warm welcome to centre users and patience with competing demands with a respect for confidentiality.
- Understanding and experience of marketing including social media for community venues.
- A multi-tasker with the ability to prioritise workload.
- Experience of working to a budget and reporting on income and expenditure.
- Confident in the use of technology with good IT (currently we use Office 365, the Hallmark booking system and Facebook for social media), proficient in the use of social media and office skills.
- A willingness to work with understanding of the Christian faith that underpins the Centre's vision and ethos.
- Good written and spoken English at a minimum of GCSE level.
- The ability to move furniture.

Desirable

- A successful track record of managing in a community, charity or hospitality setting.
- Fundraising experience from various sources, including grant application writing.
- Use of technology to improve operating effectiveness and efficiencies.
- Knowledge of health and safety, licensing, and safeguarding requirements.

Safeguarding requirements - Any offer of this role will be subject to a DBS check, two references, and completion of safeguarding training.