



## **[Recruitment Pack for Harpurhey Neighbourhood Project Centre Manager](#)**

Harpurhey Neighbourhood Project is recruiting for a Centre Manager. This recruitment pack gives an overview of Harpurhey Neighbourhood Project (HNP) and the activities and opportunities we provide and a full job description and person specification for the job role advertised. This information is provided to give applicants a basic understanding of the values and aims of the organisation and the information HNP believe is needed to complete the application form.

**Rate of pay:** £30,000 per annum

**Hours of work:** 35 hrs per week (generally 9am-5pm, with occasional evening and weekend hours)

**Contract period:** 2 years initially

**Annual leave:** 30 days + bank holidays (including Christmas shut down period)

## **[About Harpurhey Neighbourhood Project](#)**

Harpurhey Neighbourhood Project was established in 1977 by local residents from Harpurhey, in 2001 the community centre was opened with the aim of provisioning space, support, activities and opportunities to the community of Harpurhey. The vision of HNP as a grassroots charity is 'to be a part of a community that builds on its strengths and ensuring that the project is community centred, community focused, and community driven.

Our core values are:

- Being community focused
- Providing opportunities for all
- Helping people to help themselves
- Unlocking potential
- Supporting and nurturing
- Bridging gaps

Currently HNP and the community centre are in a post pandemic transitional phase, where following a period of refurbishment to the community centre we have reopened the doors to the centre and have a variety of services and activities on offer to the local community. As the landscape has changed for local community members, so have their needs and

engagement patterns. Our dedication to be a welcoming and well accessed centre remains a firm priority.

Based in the heart of Harpurhey we offer a variety of services and activities mostly delivered by partner agencies based in the building which include Wellbeing Centre activities, Information Advice and Guidance service, and Tenants Union sessions.

### **Overview and Purpose of Role**

For nearly four years now HNP has been managed by the management committee, a dedicated group of Trustees and Volunteers who have worked as part of a team to lead on both a strategic and operational level, and are now seeking a centre manager to take over the operational duties of running the centre to enable the management committee to move into a strategic role to enable growth and development for the project.

We are looking for a motivated, friendly, empathetic person who has strong knowledge and understanding of the local area and varying needs of the community. This person will take an integral leading role for the project, acting as an anchor throughout the day to day operations of the project and community centre, which will involve both being in a community facing role interacting with centre members and people from the local community, partners from across Harpurhey and the city of Manchester as well as the day to day administration and managerial responsibilities that comes with running a grassroots community centre.

Working closely with the board of Trustees the centre manager will aim to support HNP achieve the three year strategic aims and visions, in line with the business plan. The role will mainly be focusing on internal administrative infrastructure, centre provision, staff management, developing partnerships, and sustainable growth.

### **Role duties and specification:**

- Manage the day to day operations of the HNP in line with constitution, through the direction of the Trustees
- Manage the health and safety of the centre premises, including reviewing and keeping up to day centre policies and procedures
- Act as designated safeguarding lead for the project
- To review, and develop HNP policies, procedure and administrative systems of the project alongside the trustees
- Develop and manage the implementation of a volunteers programme for HNP
- Develop and manage the facilities and services in line with the values, mission, and strategic aims of HNP
- Promote the project and the services available in the centre, inclusion managing the website and social media channels
- Develop and grow the private hires of the centre, managing the bookings and systems
- Maintain an overview of the financial position of the project and report to the trustees, ensure that finances of the centre are managed sustainably

- Ensure that good equality diversity and inclusion practice is embedded into the day to day operations and management of the project
- Develop professional relationships with local organisations, potential and current partners to support offer available through the project in achieving its aims and supporting the local community
- Attend meetings with partners and partnership networks and identify opportunity for developing the project offer
- Seek and develop opportunities for community engagement including community days, and in partnership for others
- Identify funding opportunities and support the trustees in completing bid applications where required
- Attend trustee meetings (usually quarterly) to report on management of the project
- Manage and support staff working for the project
- Manage the projects administration and management ie: finance, report writing, health and safety and communications
- Manage and where required deliver the Cadent energy advice and gas safety IAG project
- Work to deliver on the strategic aims through your role to be set at the start of your role with progress reviewed every 6 months
- Attend 121's with named trustees each month

### Personal Skills and Qualities

	Desirable	Essential
Degree level qualification relevant to role		
Hold A-level/Level 3 or equivalent qualification relevant to role, supported by work experience and continuous professional development	X	
Friendly and outgoing personality able to build and maintain relationships with local community members and external organisations		X
Strong understanding and knowledge of North Manchester		X
Work well alone, with strong levels of initiative and self motivation able to prioritise workloads		X
Proven experience of working in the voluntary sector		X
Proven experience of working with and in community settings		X
Good level of ICT skills with working knowledge of Microsoft Office and OneDrive/Google Drive		X
Experience of safeguarding and best practise		X

Excellent communication skills both written and verbal		X
Excellent administration and organisation skills and experience		X
Experience managing teams and/projects		X
Experience of working in strengths based approach		X
Understanding some experience of empathetic deescalation, and conflict resolution.		X
Willingness to undertake training as required (safeguarding, first aid, ICT etc)		X
A commitment to equality diversity, inclusion and antiracism		X
Consent to a DBS check and update service		X

Please use the application form to complete your application, ensuring to evidence your experience and suitability to the role based on the information provided above. Send the application to [centre@harpurhey.org](mailto:centre@harpurhey.org)