

# Manager Greyfriars

## Job Purpose

To play a key role in the management of Greyfriars to meet targets and to achieve a high level of user satisfaction in a friendly, safe and secure environment

## Main Duties

1. Manage the Centre for the benefit and enjoyment of users, with a special emphasis on good housekeeping, health & safety, security and compliance with statutory requirements
2. Organise and supervise paid staff and volunteers, including establishing rotas
3. Promote and raise the profile of the Centre, including maximising publicity through the Greyfriars website and secure bookings to meet targets
4. Develop and maintain systems within the Centre, with an emphasis on computer-based programmes to reduce workload
5. Issue and manage purchase orders
6. Report regularly to the Executive Committee and other committees within the Centre and respond to their expectations

## Core competencies

Communication – verbal and written	Customer service
Finance appreciation	Operational systems
Priority setting	Computer literacy
Leadership & motivation	Problem solving
Website development	Health & safety

## Personal attributes

Self-starter	Calm under pressure
Creative thinker	Flexible & conciliatory
Positive – “can do”	Inquisitive

## Other

Driving licence	Voluntary sector experience
Fundraising expertise	Managed Centre/building