



GREYFRIARS

COMMUNITY CENTRE

Job Vacancy

MANAGER

We need a manager to oversee the very varied activities which take place every day in Ringwood's thriving Community Centre.

He/she will be ably supported by our experienced part-time Manager's Assistant and will be required to work mutually agreed hours in the region of 30+ which includes alternate Saturday mornings.

The manager is responsible for the operation and management of the Centre in accordance with the policies of the Association's Council and Executive Committee.

The key responsibilities cover:

- Management of staff, caretakers and volunteers
- Dealing with hirers' enquiries and bookings
- Responsibility for overseeing Maintenance, Security and Health & Safety in the building
- Support the Treasurer and Accountants in Financial Management and Compliance
- Report to monthly Executive Committee meetings

Letter of application, accompanied by C.V. required
to the Centre at: 44 Christchurch Road, Ringwood, BH24 1DW
E-mail: office@greyfriarsringwood.org.uk
Tel: 01425 472613
Closing date: 21 February
For job description details, see www.greyfriarsringwood.org.uk