



# Centre Coordinator

**Salary** £33,276 full time equivalent, £16,188 pro rata

**Hours** Part time post 18 hours per week  
27 days holiday and public holidays pro rata

**Employer** Oblong Ltd

**Responsible to** Oblong peer management team and Board of Trustees

**Responsible for** taking a lead role in the day to day running and expansion of Woodhouse Community Centre.

**Based at** Woodhouse Community Centre, 197 Woodhouse Street, Leeds, LS6 2NY.

## **WHAT MAKES US WHO WE ARE**

Oblong is a charity based in Woodhouse, Leeds. We run projects that build people's confidence and help them to achieve positive changes within their community. Currently we run the Woodhouse Community Centre, a supported volunteering scheme, and several mental wellbeing programmes.

Our charitable aims and objectives are:

- to develop the capacity and skills of people living in socially and economically disadvantaged areas in such a way that they are better able to identify, and help meet, their needs and to create active, flourishing communities; and
- to run a community centre, primarily for the benefit of the Woodhouse, Little London, and Hyde Park areas.

Oblong operates as a collective, with most staff being paid the same wage and peer-managing each other. We are committed to collective working, which means that wherever possible staff and volunteers operate on an equal footing in informing decision-making on operational and strategic levels.

# Centre coordinator - Job Description

## What a Centre coordinator does

You will have a deep understanding and passion for the development and growth of Oblong and our Centre, bringing energy and passion to the role. You are a problem solver whose attention to detail is as strong as your appreciation of the bigger picture. With great communication skills you will be able to interact with a variety of stakeholders whilst continually prioritising centre needs with wider organisational objectives.

## Role Description

As a centre coordinator you will:

- Increase income, usage and activities within the centre.
- Take a lead role in the effective day to day management and development of Woodhouse Community centre, staffing the centre, and managing reception and bookings.
- Build and maintain good relations with the community, centre users, tenants and volunteers.
- Actively seek and capture information and feedback about the views of centre users and target audiences. Sharing trends with relevant partners and internal staff.
- Ensure all Health and Safety, Fire Safety and security procedures for the building are followed.

## Responsibilities

- Build and maintain good relations with the community, centre users, tenants and volunteers.
- Execute professional, large scale events at the centre within budget and project plans.
- Develop and improve existing systems and procedures to ensure the day to day running of the centre is easy and safe for everyone.
- Leading on increasing centre use and income, through liaising with tenants, potential tenants, and room bookers to ensure their needs are met.
- Coordinate the maintenance, repairs and renewals of the building to ensure it is safe and meets customer needs.
- Project management of major building works, including working with existing project management company to secure quotes for work, planning work timetables around centre events and liaising with our Development worker to secure funding.

- Monitoring and evaluation of centre activities against agreed benchmarks.
- Represent Oblong and Woodhouse Community Centre at local events/activities/workshops where appropriate.
- Line manage Cleaner & Out of Hours Worker role.
- Set up rooms for events and meetings, including moving tables, chairs, setting up PA system, bouncy castle and party equipment if needed, and providing refreshments.
- Basic clean up of rooms between bookings.
- Flexibility to work varied working hours, i.e. weekends, unsociable and out of hours etc to meet the needs of the Oblong and the community centre.

## **Peer Management**

### **What a Peer manager does**

A peer manager is jointly responsible with the other peer managers for the overall operational responsibilities needed at Oblong. You will be expected to perform HR responsibilities, acting as a liaison during periods of sickness etc. You will be expected to act as a representative from your operational area at one or multiple strategic collectives dealing with Finance, HR, Marketing or Development.

You will also share the task of supporting the Woodhouse Community Centre core staff in helping with the smooth running of the centre - this will include attending staff meetings and working groups, providing staffing cover of the centre, opening, locking up, dealing with enquiries and making sure that Woodhouse Community Centre is a safe and pleasant space for everyone.

You will also be expected to attend occasional Trustee meetings and the AGM to present reports from your work area(s).

### **Additional Responsibilities**

- Represent Oblong and promote Oblongs aims, objectives, reputation and ethos
- To ensure that at all times Oblong staff, clients and its Board of Trustees comply with all laws related to its activities and operations
- Present and contribute at meetings
- Promote the principles of equality and collective decision-making
- Contribute to the strategic development of Oblong
- To build an organisational culture of participation and democracy
- To promote diversity and inclusion in all Oblongs work and practices
- Undertake any other task relevant to the post

## Person Specification

Requirement	Essential	Desirable
<b>Experience</b>		
Experience performing administrative tasks and duties	<b>x</b>	
Experience working within a flat organisational structure, peer management system, and/or collective decision-making		<b>x</b>
Experience of managing a space open to the public	<b>x</b>	
Experience of working with community-based organisations and understanding of the current voluntary sector environment	<b>x</b>	
Experience of managing staff and/or volunteers		<b>x</b>
Experience of project management	<b>x</b>	
Experience of building safety and maintenance requirements	<b>x</b>	
<b>Knowledge, Skills and Abilities</b>		
Good written and verbal communication skills	<b>x</b>	
Excellent influencing, negotiating and interpersonal skills	<b>x</b>	
Ability to work collaboratively with a wide range of people including volunteers and vulnerable people	<b>x</b>	
IT skills - ability to use databases, spreadsheets and contribute to web content.	<b>x</b>	
Good problem-solving skills and awareness of risk assessments	<b>x</b>	
Ability to take initiative and identify, prioritise and plan activities independently	<b>x</b>	
Commitment to challenging discriminatory or disrespectful behaviour	<b>x</b>	
Ability to organise and facilitate meetings	<b>x</b>	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to principles of equality and respect for others	<b>x</b>	
Passion for social change in your local community	<b>x</b>	
Good understanding of the needs of the local community		<b>x</b>
Flexibility with working hours	<b>x</b>	
Physical ability to move and lift heavy items for room set up	<b>x</b>	