

Position: Centre Manager, Calon y Fferi

Dear Applicant,

Please find enclosed an application pack for the above position.

The pack includes:

1. Calon y Fferi profile
2. Job Description including Person Specification – Available in Welsh upon request
3. Guidance Notes for Applicants
4. Link to Diversity Monitoring Form

Closing date for receipt of applications is 9am **18th of September 2023.**

Shortlisted candidates will be contacted by phone or email. Interviews will take on the 22nd of September.

While we will work to accommodate every applicant, please do your best to ensure your availability for this date.

Indicative start date: ASAP

Calon y Fferi is an Equal Opportunities employer and welcomes applications from all sections of the community.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you. You can contact jobs@calonyfferi.org .

Thank you for your interest in Calon y Fferi and we look forward to receiving your application.

Best wishes,

Calon y Fferi/FSEG Trustees

<https://www.calonyfferi.org/>

How to submit:

Please submit applications by **9am** on the closing date to jobs@calonyfferi.org. We encourage you to send your applications by email. Please refer to the guidelines in this pack before applying.

By email: jobs@calonyfferi.org

Organisation Profile:

Calon y Fferi

Growing Calon y Fferi for the locality

Calon y Fferi is a community centre and social enterprise, based in Ferryside, established to support and enrich the lives of the local community and mitigate against rural poverty and social isolation. We are currently home to 21 local businesses, social enterprises and community organisations. This is an exciting time to join us as we are undergoing a period of change and there will be opportunities to help shape our facilities and services going forward.

What does Calon y Fferi do?

Calon y Fferi provides both community and business spaces and facilities and supports groups/activities that promote social inclusion and well-being, our current facilities and activities include:

- Affordable Business units
- Hireable Training room and community spaces
- Free public Wi-Fi and computer access
- E.V. Charging point.
- A commercial and a community Art Gallery
- Community Allotment beds
- Community green space for local craft/food markets
- Community classes & activities

You can find out more about Calon y Fferi and its history, on our community website <https://www.calonyfferi.org/>

Management

Calon y Fferi is managed by Ferryside Social Enterprise Group (FSEG), a Trustee Board of volunteers drawn from the local community. We are a small but dedicated team.

JOB DESCRIPTION

Job title	Centre Manager
Responsible to:	FSEG Board of Trustees
Responsible for:	Staff as required
Location:	Calon y Fferi Community Centre, Ferryside
Salary:	£27,300 p/a
Hours:	Full time (37.5 Hrs per week) Occasional evening & weekend work may be required
Annual Leave:	28 days including Public & Bank Holidays.
Contract:	Fixed term 12 ^{-month} contract, with aspirations to build the role into a core team role long term.

Calon y Fferi is committed to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work.

Main Purpose of Job

The primary aims of this post will be to increase the footfall of locals and visitors, to increase the use of all resources and facilities in the Centre and grow revenue to achieve sustainability in line with the ethos of Ferryside Social Enterprise Group. As the Centre grows the role will need to adapt to meet the new requirements.

Duties and Responsibilities

Supervision of staff and volunteers

- Delegate and monitor tasks.
- Monitor timesheets and holidays.
- Organise rota for centre staff.
- Arrange regular staff meetings and staff training as necessary.

Site Management

- Management and oversight of the repairs and maintenance of the buildings and grounds.
- Obtain quotes for necessary works and recommend contractors to Trustees.
- Authorise, and monitor contractors regarding both scheduled and ad-hoc maintenance.
- Liaise with contractors on site in conjunction with Caretaker.
- Ensure compliance with Health and Safety legislation and update policy and procedures.
- Fire safety – monitor caretaker's updating of required records.
- Update fire safety policies and procedures as required.
- Monitor caretaker's supervision of Probation service activities.

Finance

- Responsible for submitting time sheets to outside agency to organise Payroll.
- Schedule invoices -in discussion with Treasurer
- Deal with refunds
- Ensure community room bookings are invoiced.
- Authorise daily spends up to £250 per month keeping records to ensure no overspend.
- Monitor records of weekly reconciliation of petty cash
- Order & recording of heating oil.

General

- Respond to requests/complaints from Business Unit Users
- Provide Business users with regular updates.
- Produce monthly written report for Trustees.
- Be aware of and implement Calon Y Fferi's policies and procedures.
- Take meeting room bookings when on duty.
- Develop networking relationships with outside agencies.
- Liaise with the public and site users.

Grants - Assisting Trustees with:

- Applying for grant funding
- Monitoring outcomes and objectives of successful grants and other targets set by Trustees and or funders.
- Completing grant claims
- Implementing grant conditions

Leases

- Diarising and maintaining leases and advising Trustees of upcoming lease renewal dates.
- Assisting Trustees with renegotiation of leases

IT

- Maintaining & updating IT office & admin systems

PERSON SPECIFICATION

Required Skills and/or Experience.

A commitment to, and experience of building community engagement

Proven Computer literacy including the use of word processing, spreadsheets, online booking systems/databases and marketing on social media.

Excellent Prioritisation and Time management skills

Self - motivated and able manage own workload.

Excellent problem solving and organisational skills.

Excellent communication and relationship building skills.

Able to work flexibly within a team and adapt to the needs of the role.

Recognise the importance of a professional approach including discretion in a business setting.

Ability to understand and use Welsh language is desirable.

Role Overview

This is a fixed-term contract supported by Carmarthenshire County Council funding. We hope, should funding be secured, that it will be extended and eventually become a permanent position as part of the core Calon y Fferi team.

We are very open to discussing job share proposals.

Calon y Fferi is a Real Living Wage employer and complies with all employment legislation and statutory requirements as a minimum standard from which to build.

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application.

If you have any difficulty in completing the form or need further information, please contact jobs@calonyfferi.org or on 01267 874040

Completing your Application

General Points

- Please attach your CV and your Supporting statement.
- Please return by e-mail.

Supporting Statement

- Your 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.
In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.

- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Remember to proof-read your form and check for any errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Shortlisting

Shortlisting will take place as soon as possible after the closing date and will be carried out by at least two people.

If you are shortlisted, we will normally contact you by telephone or email to invite you to interview. This will be confirmed by an email, which will outline full details of the interview process. This may include carrying out an exercise to test your ability to carry out specific requirements of the job.

In some instances, it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Calon y Fferi are made subject to receipt of satisfactory references. This job is offered on a fixed term contract.

Right to Live and Work in UK – under the Asylum and Immigration Act 1996, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will be required to provide documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DBS checks - this post will be subject to a DBS check as you could be working unsupervised with children & vulnerable adults.

Privacy Statement

All the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

We will retain your data on file for as long as you are involved in a recruitment process at Calon y Fferi and 12 months thereafter, at which point we will destroy it in line with our data retention policy.

Information generated throughout the assessment process, for example interview notes, is retained by us for 12 months after the interview for the post.

Equal opportunities information is retained for 12 months following the closure of the recruitment process whether you are successful or not.

If you think there has been a problem with the way Calon y Fferi are handling your data, you have the right to complain to the ICO.

Access -The interviews will take place **in person**, please let us know any adjustment or support we will need to provide to enable you to participate, should you be shortlisted:

Diversity Monitoring Information

Calon y Fferi is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work for us. Please help us by completing this anonymous equal opportunities form.

<https://forms.office.com/e/SxQ0iUXb0N>

All information will be treated confidentially.

We look forward to receiving your completed application.

