

**Position: Centre Manager, Calon y Fferi Community Centre**

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 Monday 26<sup>th</sup> February 2024.**

Shortlisted candidates will be contacted by phone or email. Interviews will take place during the week commencing the 11<sup>th</sup> March 2024.

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

**Indicative start date:** ASAP

Ferryside Social Enterprise Group (FSEG) 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 us [jobs@calonyfferi.org](mailto:jobs@calonyfferi.org) .

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

Best wishes,

On behalf of the Trustees of Ferryside Social Enterprise Group

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

## How to submit:

Please submit your application by **9am** on the closing date to [jobs@calonyfferi.org](mailto: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](mailto:jobs@calonyfferi.org)

## Organisation Profile:

### Calon y Fferi

Growing Calon y Fferi for the locality

Calon y Fferi Community Centre, based in Ferryside, is managed by Ferryside Social Enterprise Group (FSEG). It was established to support and enrich the lives of the local community and mitigate against rural poverty and social isolation. We are currently home to 19 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 office spaces and facilities and supports groups/activities that promote social inclusion and well-being, our current facilities and activities include:

- Affordable rental office/business spaces
- Hireable Training room, Function 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

<b>Job title</b>	<b>Centre Manager</b>
<b>Responsible to:</b>	FSEG Board of Trustees
<b>Responsible for:</b>	Staff as required
<b>Location:</b>	Calon y Fferi Community Centre, Ferryside
<b>Salary:</b>	£27,300 p/a
<b>Hours:</b>	Full time (37.5 Hrs per week) Occasional evening & weekend work may be required
<b>Annual Leave:</b>	28 days including Public & Bank Holidays.
<b>Contract:</b>	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

Alongside the day-to-day management, 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

### Revenue

- Actively seek and develop new revenue streams to ensure sustainability of the centre long-term.

### Staff and Volunteers

- Line manage staff and ensure staff and volunteers follow organisational policies and procedures.
- Arrange regular staff meetings and staff training as necessary.

### Site Management

- Management and oversight of the repairs and maintenance of the buildings and grounds.
- Liaise with contractors on site in conjunction with Caretaker.
- Ensure compliance with Health and Safety and Fire Safety legislation and that organisational policies and procedures, and record keeping are compliant with current legislation.

## IT

- Working with and adhering to the organisations Microsoft office based IT office systems.
- Monitor the website and provide updated copy to ICT Trustee
- Monitor and update the organisations Social Media accounts e.g. FaceBook/Instagram

## General

- Perform administrative duties as necessary.
- Respond to communications/enquiries from both the public and tenants
- Produce monthly written report for Trustees.
- Be aware of and implement Calon Y Fferi's policies and procedures.
- Develop networking relationships with outside agencies and local community groups.
- Diarise and maintain leases and assist Trustees with lease renewals

## Finance

- Financial administration in liaison with the Finance Officer
- Ensure all invoices are raised and settled promptly

## Grants - *Assisting Trustees with:*

- Identifying and applying for grant funding, implementing grant conditions and monitoring outcomes.

# PERSON SPECIFICATION

## Required Skills and/or Experience.

A commitment to the social ethos and values of a Social Enterprise

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 financial sustainability be secured in the longer term, that the contract 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 and will consider job applications from suitable candidates who are willing to job share.

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.

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## 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.

### Completing your Application

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

### 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 for the job, as set out in the **person specification**. 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 personal data protection requirements.

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:

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## 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.**

