



Exeter Community Centre: Full time Centre Manager Post Supporting Information and Application Details (closing date for applications 7 June 2011)

Background

St David's is an historic area of the city, located close to Exeter city centre, the University and the main railway station. It is a densely built up area, comprising many houses in multiple occupancy. St David's Hill, home to Exeter Community Centre, is the main thoroughfare through the area and the main scene of activity for a plethora of charitable organisations and social enterprises - which reflects the high level of social need that the area exhibits.

Exeter Community Centre near the Iron Bridge in Exeter has been a major facility for voluntary and community groups across the City since 1965. On 1 March 2011 the keys and title deeds to the building were handed to the Chair and Trustees of Exeter Community Centre Trust by the previous owners of the building, Devon County Council.

Over the last twenty years the fabric of the Centre had become shabby and use of the Centre had declined. The Centre faced closure but the local community rallied to try to secure an asset transfer from the Council. The community set up Exeter Community Centre Trust Ltd - a charity set up in the first instance by local community association St David's Neighbourhood Partnership which, from 2003, put the Community Centre at the heart of its 'Vision for St David's' when it feared the building would be closed.

Exeter Community Centre is a substantial building which has some 1,700 sq m of space over three floors and 43 lettable rooms of various sizes. Devon County Council agreed to transfer the building with £200k of funding to ensure it was wind and water tight provided the Trust could secure the money needed to upgrade and remodel the building. Last year the Trust secured a combined grant and loan of £1.2m under the government's Communitybuilders scheme to bring the building back into full use as a social enterprise, to provide a community 'hub' for local organisations - including playgroup, multi-cultural centre, new facilities including a GP surgery and Community Cafe - and for community groups and social enterprises as they grow. It is intended that two thirds of the building will be available for long term lease e.g. office space, and one third will be available for casual lettings e.g. for meetings or conferences. The Community Cafe will serve both centre users and general public.

The local community has been at the heart of this project, developing a sound business plan and securing the funding needed. Work has started to refurbish the building and it will re-open in September 2011. A number of groups have already expressed interest in leasing office space in the Centre and Exeter College will return from September with bookings for space for classes.

Centre Manager Post

Exeter Community Centre Trust is now beginning the process of appointing staff to support activities at the Centre. The first appointment will be that of full time Centre Manager, to be complemented by the appointments of a part-time (0.5 Full time Equivalent) Administrator and a part-time (0.8 Full time Equivalent) Bookkeeper, plus the equivalent of 3 staff who will act as receptionist/caretakers plus a cleaning staff (0.5WTE) to enable the building eventually to be open 7 days a week including evenings. To achieve this will also involve the help of volunteer receptionists or some support from users outside normal working hours. By the time the Centre is fully operational in 2012 the full complement of paid staff will be 5.8 Full time Equivalent posts.

The focus of the Centre Manager's role will first be to assist trustees in achieving bookings and tenancies for the Centre's re-opening and building partnerships in the community to benefit future use of the Centre. Once the Centre is fully operational the focus of the role will shift to day to day management of the Centre and staff and encouraging bookings and continuing community use of the Centre's facilities.

The Centre Manager will have overall day to day responsibility for the Centre – ensuring that it is working efficiently whilst open and is secure when closed, with effective staff, volunteer and agency (e.g. security/cleaning) management systems in place.

Application Process for Centre Manager Post

- Application is by application form – application form and job description/person specification downloadable from www.eccentre.org
- Closing date for applications 5pm - 7 June 2011
- Short listing by Interview Panel - 9 June 2011
- Interviews - 16 June 2011

Further information about Exeter Community Centre and Exeter Community Centre Trust is available from www.eccentre.org. For specific, informal queries please contact Hannah Reynolds, Chair, Exeter Community Centre Trust, 01392 421869, email: hannah.reynolds@eccentre.org