

Job description: centre manager – part time

Job purposes

- (i) To maintain and ensure the safe operation of the Post Office building for Moseley Community Development Trust.
- (ii) Manage and develop room hire activities at the Post Office Building for Moseley Community Development Trust.

Main duties and functions

- § Plan and implement urgent and preventative maintenance operations for the Post Office building.
- § Co-ordinate all short-term room hire activity for Moseley Community Development Trust.
- § Grow the room hire business so it becomes a financially independent arm of the CDT.
- § Undertake all administrative duties related to room hire and the information centre.
- § Be responsible for all Health and Safety matters.

Responsible to

- § The Moseley CDT Co-ordinator

Key Functions

- § Maintain and develop a programme of planned and preventative building maintenance tasks.
- § Provide direction and support for maintenance and building contractors.
- § Liase with contractors, tenants and staff to ensure tasks are carried out safely.
- § Attend and support the Moseley CDT property group meetings.
- § Ensure high standards of health and safety are maintain in the CDT's Post Office building.
- § Ensure health and safety administration is kept up to date.
- § Provide emergency First Aid during hours of work.
- § Organise staff and volunteers to support the efficient operation of the CDT's room hire business.
- § Maintain a diary of room hire events and keep other staff informed.
- § Maintain and develop the current procedures for room hire enquiries and bookings.
- § Maintain local information displays for visitors to the building.
- § Ensure that the booking requirements of visitors are met – rooms are set up for groups.
- § Ensure that rooms and resources are prepared for visitors.
- § Ensure all rooms and equipment related to room hire are maintained to a good standard.

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- § Undertake market research with visitors about how to improve the room hire services.
- § Ensure the welfare of visitors to the building.
- § Publicise and promote meeting rooms at the Post Office to attract new users.
- § Maintain accurate records about room hire activity for summary reports.
- § Implement the CDT's equal opportunities policy.

Other items for consideration

- § The rate of pay for this post is £12 /hr.
- § This post is currently part time - 8.45am - 1pm, 21 hours / week
- § This post is initially for two years and is dependent upon funds being available to sustain it.
- § The nature of this post means physical work will be required.
- § Currently, there is no lift in the building. Moseley CDT is working towards making the building more accessible to all.
- § The nature of this post means that out of hours and weekend work may be required.
- § This post is to be located at the MCDT offices.
- § Liaison with Staff, Trustees and Volunteers in the delivery of work will be required.
- § Attend any necessary training courses when necessary.
- § Moseley CDT is planning refurbishment works in the next two years. It is our intention that the post holder will be make a contribution to these plans and be able to grow the post to meet the requirements of the new operation.