

Role Description

County Centre Manager

Purpose of the role:

Responsible for the overall management and development of the Sir John Lowther County Scout Centre (County Centre).



Responsible for:	Paid staff employed at the County Centre Volunteers working at the County Centre
Responsible to:	County Chairman
Place of work:	Sir John Lowther County Scout Centre, with some home-based working
Hours of work:	3-4 days a week with up to 30% of the time marketing the centre
Remuneration of role:	Competitive pro-rated salary, paid monthly 5.6 weeks' holiday per year, pro-rata, inclusive of bank holidays.

Main Tasks

Management and Finance:

- Responsible for the smooth running of the County Centre, ensuring that all legal requirements are adhered to and the staff carry out their duties in a proficient and timely fashion
- Management of Staff and Volunteers ensuring all have job roles; contracts and regular reviews as appropriate.
- Submission of a draft Annual Budget for the County Centre working with the Chair of the Centre Management Committee
- Responsible for the budgetary management and financial procedures as required by the County Executive Committee including use of the Xero online accounting software.
- Develop and implement a 3-year financial growth plan for the County Centre, with a strategy to increase turnover, profitability and efficiencies.
- Constantly review and monitor spend in order to realise cost saving opportunities.
- Attendance at Centre Management Committee Meetings and other meetings as appropriate.
- Production of reports and other information as required by the Trustees.
- Take ownership and deliver on allocated initiatives contained within plans produced by the Trustees for the development of the County Centre
- Ensure compliance with TSA/County Safety Policy, in particular that control measures resulting from risk assessment are followed working with the County Safety Advisor
- Ensuring adverse feedback from users is suitably dealt with, and users informed of the actions taken.
- To deal successfully with all members of Northamptonshire Scouts, whether as users of the County Centre or not.
- Liaise with external funding streams and commercial organisations to get best value for the Centre

Marketing:

- Promoting the County Centre including social media and internet opportunities and the production of suitable printed material as required
- Working with the staff members and volunteers to investigate opportunities for greater use of the County Centre
- Develop and implement a marketing strategy.

Development:

- Liaise with external contractors for larger development and maintenance jobs managing quality and budgets as requested by the Centre Management Committee (CMC)
- Contribute to recommendations for any large expenditure proposals for approval by the Trustees.
- Develop and keep updated a rolling twelve month project plan of proposed works at the County Centre (development, improvement and repair).
- Contribute to a rolling 5 year plan of proposed projects for the County Centre.

General:

- Responding to out of hours call out when necessary and available as a key holder (if local)
- Meeting and briefing potential users of the County Centre

Training Requirement:

Module 1: Essential Information

Module 10: First Aid

Safety

Safeguarding

GDPR

Person Specification**Essential Criteria**

- Previous people management experience
- Excellent interpersonal skills
- Previous customer service experience
- Effective communication skills with an ability to communicate at all levels.
- Able to work with minimal direction.
- Previous office and administrative experience
- A working knowledge of IT systems including Microsoft Office
- Able to plan and organise resources, whilst managing own time and workload.
- Previous financial management experience commensurate to the role, including the preparation of quotes/invoice, chasing debtors and supporting the production of financial accounts.
- Sound report writing skills including the production of management information.
- Ability to work flexible hours as per business need.
- Ability to work evenings and weekends as required.
- Full clean driving licence and the use of a vehicle.

Desirable Criteria

- Knowledge of Scouting
- Working knowledge of accounting software such as Xero, Sage, Navision etc.
- Experienced in using social media for promotional/marketing activities.

All applicants must be willing to become a member of the Scouts and agree to an enhanced DBS clearance.