

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Deputy Community Centres Manager |
| HBC Grade: | HBC 7 |
| Service: | Environment and Regeneration - Community Centres |
| Division: | Leisure Services |

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| **Main Purpose of the Role** |
| * Deputise for the Communities Centres Manager and be responsible for the day-to-day management, administration and all aspects of operation for the Council’s Community Centres Service. * Manage a team of Community Centre Supervisors and support staff. * Consult with and support Centre users and local stakeholders and other Council Officers. |

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| **Key Duties** | |
| **1** | Function as a duty officer, ensuring the security of the base Centre, safety of users and to set up equipment where required. Unlock and lock the base Centre as required, making sure that the building is secured and alarmed, to function as a key holder responding to alarm call outs from monitoring providers and emergency services. |
| **2** | Ensure that the Service’s buildings, facilities, grounds and all equipment are maintained to a high standard and reporting and monitoring defects and repairs using both manual and electronic Systems. Conduct regular health and safety audits/risk assessments across the Service and reporting and monitoring defects and repairs. Ensure that the Service has robust contingency preparedness plans in place to ensure continuity of the Service. |
| **3** | Responsible for overseeing rotas and timetables to ensure the efficient cost-effective deployment of staff to support the operations of the Service. Authorise leave requests in accordance with Council policy. |
| **4** | Manage the Service’s absence monitoring system to ensure that all Council and statutory requirements are met, consulting closely with Human Resources regarding the provision of sickness and absence information as required. |
| **5** | Responsible for the supervision, training and development of the staff team to ensure that high standards of compliance, competency and continued professional development are achieved. Keep records of all learning and development, informal and formal training that has occurred across the Service. Conduct regular “keep in touch meetings” and formal development reviews as required. |
| **6** | Maximise the cost-effective use of the Council’s and external funds, stocks, resources, equipment and the staff to ensure efficient deployment across the Service. |
| **7** | Develop effective and constructive relationships and to provide support to new and existing groups, private hirers and customers. Ensure that the Service remains responsive to the requirements of customers; and to deal with enquiries, feedback, and complaints to ensure high standards are met. |
| **8** | Develop effective and constructive relationships with colleagues, other directorates, external contacts, and organisations to promote effective partnership arrangements. Ensure that the Service has a co-ordinated approach to the development and provision of high-quality services. Review and implement policies and strategies as set by the Council or other relevant bodies to ensure the effective and efficient operation of the Service - including reporting progress against performance measures on an ongoing basis. |
| **9** | Responsible for administration of the completion of all proper records and office procedures, encompassing all defined audit procedures and check systems. Collection, receipting and banking of all monies with cash handling procedures in adherence of the Council’s Financial Rules and Regulations. |
| **10** | Responsible for the preparation and presentation of reports and statistics and to regular monitor these as required. |
| **11** | Support the Community Centres Manager with the preparation of budgets and financial planning. To be responsible for recording and reconciling all income and banking using both manual and electronic systems. To be responsible for authorising expenditure and raising and approving purchase orders using both manual and electronic systems. |
| **12** | Function as the Authorised Officer for all Service Level Agreements, Hire Agreements and Contracts in relation to the use of the Council’s Community Centres and facilities. |
| **13** | Deputise for the Communities Centres Manager and to collaborate with other members of staff who have their own specific duties, but to interchange roles when required to maintain the Service and its facilities available for use. Including any other duties within jobs up to an including those in the same grade, providing such duties are within your competence. |
| **14** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

**GENERAL**

The above set out the main areas and responsibilities of the post and it is agreed that the duties may, from time to time, change without the general character of the post being changed.

**HOURS AND PLACE OF WORK**

37 hours per week on a shift rota, which will include evenings and weekend work, in accordance with the programme at any of the Centres.

**CONDITIONS**

In accordance with NJC for Local Authority APT&C staff. The salary grade is inclusive of any unsocial/irregular hours and shift payment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Minimum of 3 GCSE’s, A-C Grade (or equivalent).  Equivalent may equate to 2 or more years work experience in similar working environment. i.e. within a public building. | Recognised Supervisory or Management Qualification.  Emergency First Aid at Work.  IOSH Managing Safely or similar.  Basic Food Hygiene Training Level 1. | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Managing or supervising staff including rotas / timetables and staff absences. | A detailed knowledge of Health and Safety Legislation, particularly relating to Fire Safety. | Computer Literate with ability to use the suite of Microsoft products. | Application / Interview /Assessment |
| Experience dealing with the public. | A detailed knowledge of food preparation and service standards. | Excellent communication Skills with the ability to motivate staff.  Ability to work as part of a team. | Application / Interview /Assessment |
| Budget management, including cash handling and reconciliation systems. | A detailed knowledge of good hygiene practises. | Ability to deal with difficult situations in a calm and effective manner. | Application / Interview /Assessment |
| Premises or facilities management, including application of Health and Safety regulations. |  | Ability to form and maintain appropriate relationships and personal boundaries with members of the public, staff and volunteers. | Application / Interview /Assessment |
| Experience of administration systems preparing and managing rotas. |  | Networking and negotiation skills to support partnership arrangements for service delivery from Community Centres. | Application / Interview /Assessment |
| Preparing reports and statistics. |  | Ability to perform physical task including lifting and moving furniture. | Application / Interview /Assessment |
| **DESIRABLE** | Experience managing or supervising staff in a public building. | A detailed knowledge of food safety management systems e.g. Food Standards Agency Safer Food Better Business. | Knowledge of Agresso Financial Systems, P2 Property Management Systems, BMS Centre users timetable od user figures system | Application / Interview /Assessment |
| Experience in promoting services with strong communication messages by varying means i.e. press, social media, website etc. | A knowledge and understanding of Council Services | Flexibility and willingness to learn. | Application / Interview /Assessment |
|  | A knowledge of the Borough of Halton and its Communities. | Effective and efficient deployment of resources. | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| A willingness to work varied shift patterns, including evenings and weekends. | Access to a vehicle to ensure ability to travel around the Borough. | Interview / Assessment / Documentation |
|  | Valid Full Driving Licence. | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.