



We are seeking a self starting and motivated Centre Development Manager. Ambleside Parish Centre is an innovative hub for community engagement and social action, in a rural setting. Brought into being almost 25 years ago though the vision of the Anglican and Methodist churches in Ambleside partnering together, with volunteers drawn from across the local area, and offering a wide range of social, and supportive activities.

We pride ourselves on being a vibrant centre, where there is always a warm welcome regardless of age, faith or personal circumstance. APC oversees a range of community projects (Food Club- a waste prevention and food support cafe, All Together Now and Stories Together- for folk new to the UK, Evergreens- an older persons social and wellbeing group, Dementia Hub, Youth Club- with paid youth workers, Cedar Counselling offering free and low cost counselling to local people) as well as hosting a wide variety of other community groups, fitness classes, away days, and business hires.

We are really keen to develop our volunteer base, and equip them to creatively support the community. At a key stage in our continued development we are keen to find new ways to connect with the marginalised in our area, as well as continue to develop our links with other community and business organisations in the the centre of the Lakes.

We need someone who can work with the existing team of staff and volunteers to manage the oversight of the building, with a keen eye for governance, finance and building management. You'll be leading on grant funding, and working with the directors on the strategic direction of the centre. An understanding of the complexities of working within the third sector would be a distinct advantage, as well as an ability to know when your skill set could be supported by others in the staff or volunteer team.

We have a great reputation with local organisations, and offer a lot of support locally, and to our staff team. It's a big and busy role, but we have a great team of staff and volunteers, both at the Parish Centre and Churches, who are passionate about making Ambleside a place where everyone can flourish. We are looking for the right person to provide "sleeves rolled up" leadership at Ambleside Parish Centre, someone who can help us find grants, network with other key organisations, develop an entrepreneurial edge to the centre, but also knows when and how to sit and listen to someone who is struggling with life.

JOB DESCRIPTION

Job Title	Centre Development Manager		
Reports to	<i>Chair of Directors Rev Grace Cauldwell (Methodist Superintendent minister)</i>	Location	<i>Ambleside Parish Centre</i>
	<i>Full Time (35 hours per week) Job share would be considered for the right candidates.</i>	Salary	£32-34k depending on experience

Job Purpose and Objectives



**AMBLESIDE
PARISH CENTRE**

*For the community
and churches of Ambleside*

We are seeking a self starting and motivated centre development manager, to oversee the work of the busy Ambleside Parish Centre, in the heart of the Lake District. This is a busy and varied role, including managing the care of the premises, the staff and volunteers, and taking a lead role in fundraising, governance and developing community links with both other organisations and potential volunteers and users of the centre.

Responsible to:	The Employee will be employed by the Ambleside Parish Centre and will be line managed by: Chair of Directors-Grace Cauldwell, Superintendent Methodist Minister
Responsible for:	Facilities and Events administrator Caretaker/ Cleaner Volunteers

Main Responsibilities



AMBLESIDE PARISH CENTRE

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Share in and help to shape the vision of the parish centre as a welcoming and lively Community Venue, alongside the directors and volunteers.

Be a welcoming and watchful presence in the centre, representing the Parish Centre to all who use it.

Provide Leadership across the centre, relating well to staff and volunteers, and building effective teams to ensure the smooth running of the centre, ensuring delegation is undertaken when appropriate to develop the skills of others, and to ensure a flourishing team.

Work alongside the Methodist and Anglican churches in Ambleside on community projects across the campus, ensuring strong teamwork for the benefit of everyone in the local community.

Ensure excellent liaison and relationship with local businesses, organisations and grant funders.

Be comfortable leading and relating to a wide range of people, including those who are vulnerable, or facing challenging circumstances.

Hold responsibility for ensuring all relevant legislation is adhered to, including ensuring policies and procedures are up to date, for example, safeguarding, health and safety and GDPR, and ensure policies and procedures are embedded in the culture of the centre.

Support the events and facilities co-ordinator in maintaining links with our diverse user groups and the wider community.

Offer an entrepreneurial leadership approach to starting new activities, both for financial stability and community benefit.

Creatively seek opportunities to develop the work of the centre alongside the marginalised, engaging with volunteer teams or partner agencies to support and expand the current provision of centre managed projects for the benefit of the wider community.

Oversee and manage required works of repair to the building, utilising volunteer teams or tradespeople as necessary and appropriate, and working with a project manager for larger scale redevelopments as necessary.



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- Terms of appointment: *Permanent*
- The salary/rate of pay will be: *£ 32-34k per year*
- Normal working pattern: *core hours are Monday to Friday 10am-4pm, we would expect the manager to be based at the Parish Centre during these hours. some evening and weekend work will be required.*
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- *Note you will not be expected to use a car for this job.*
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- leave entitlement 30 days per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.