



JOB VACANCY

Community Centres Manager

SCP – 31-34 (£28,221-£30,756 per annum pro rata)

Totton & Eling Town Council is one of the largest in England, and they are looking to employ a Manager to oversee the operation of some of its Community facilities within the Town. Totton & Eling Town Council have an excellent reputation for providing quality facilities to people in Totton and the surrounding areas. The ideal candidate will need to demonstrate excellent standards of written and verbal communication as well as an ability to effectively balance multiple demands and successfully deliver high quality standards of customer service. We are looking for someone with a positive, hands-on attitude, solution focused and enjoys being helpful and working as part of a team to achieve shared goals.

Candidates will require strong organisational abilities, attention to detail and a resourceful and proactive approach in running the facilities and the management of the team. Key tasks will include the overseeing of the day to day running of the buildings and activities, liaising with external providers, community groups and users, budget management, organisation of building maintenance and Health & Safety compliance. The average hours are 20 hours per week, with flexibility to cover for sickness and holidays.

We would welcome applications, by application form only, from all candidates who feel they could excel at the development and management of these communal facilities. (CVs maybe attached to the application form if desired)

Application forms and a job description are available from our web site at www.totton-and-eling-tc.gov.uk . Please send all applications to Susan Cutler at susan.cutler@totton-and-eling-tc.gov.uk .

Closing date – Friday 5th April 2019