

Role: Community Centre Manager

Salary: Competitive, based on experience

Job Type: Full-time, 12 months contract with possible extension.

Application Deadline: 10th May 2025

About Us: Asian Association of Chesterfield & N Derbyshire is a vibrant and inclusive hub dedicated to serving the local community. We offer a wide range of activities, services, and support to people of all ages and backgrounds. Our mission is to foster a sense of community, promote well-being, and provide opportunities for personal and social development.

Job Description: We are seeking a dynamic and dedicated **Community Centre Manager** to lead our team and oversee the daily operations of the centre and possess strong leadership qualities. Knowledge of Hindi (spoken) and one other Indian language is necessary.

Key Responsibilities:

Oversee the day-to-day operations of the community centre, ensuring a welcoming and safe environment for all visitors.

Develop and implement programs and activities that meet the needs and interests of the community.

Manage and support a team of staff and volunteers, providing guidance and fostering a positive work environment.

Build and maintain relationships with local organizations, stakeholders, and community members.

Monitor and manage the centre's budget, ensuring financial sustainability.

Promote the centre's activities and services through various channels, including social media, newsletters, and community events.

Ensure compliance with health and safety regulations and other relevant legislation.

Handle administrative tasks, including scheduling, record-keeping, and reporting.

Qualifications and Skills:

Proven experience in community development, social work, or a related field.

Strong leadership and team management skills.

Excellent communication and interpersonal skills.

Ability to work independently and as part of a team.

Experience in budget management and financial planning.

Proficiency in using office software and social media platforms.

Benefits:

Competitive salary and benefits package.

Opportunities for professional development and training.

A supportive and inclusive work environment.

The chance to make a meaningful impact in the community.

How to Apply: Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to info@asianassociationchesterfield.org by **10th May 2025, 5pm**. Please include "**Community Centre Manager Application**" in the subject line.

Equal Opportunity Employer: Asian Association of Chesterfield is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.