



**Sidings
Community
Centre**

Registered Charity No: 297095

Limited company No: 2139909

**Centre Manager
Job Description**

Reports to:	Chair of the Trustees
Reporting to the Post:	Admin & Publicity Worker, Youth Lead, Nursery Manager, Community Food Hub Coordinator, Finance Assistant, Warm Hub Café worker, temporary project leads
Location:	Sidings Community Centre, 150 Brassey Road (off Maygrove Road) London NW6 2BA www.sidings.org.uk
Hours:	5 days per week, with flexibility regarding which days/evenings (37.5 hours)
Salary:	£45,000
Benefits:	Pension scheme, flexible working, Health Assured EAP programme.

1. About Sidings Community Centre

Sidings Community Centre is a vibrant, inclusive charity providing a wide range of services, activities and meeting spaces for people of all ages. Our mission is to enable the local community to connect and thrive. We offer a wide range of services and activities for all ages which includes a nursery for 2–4-year-olds, youth project for 11 – 18-year-olds, a weekly food bank and weekday warm hub café. The centre provides a busy programme of recreational, learning, digital inclusion, creative and well-being activities including a choir, ukelele group, dance for adults and children, plus arts and crafts workshops, with an emphasis on using recycled materials. We have a new community garden and are committed to providing environmentally friendly activities. As a key local community hub, we also host or organise a range of community and consultation events throughout the year.

We aim to create a welcoming, accessible and affordable environment that strengthens community connection and supports local residents to thrive.

Our premises are available for hire and host a number of regular community group and voluntary-led activities. We support a number of council and public-health related initiatives, and work closely with a range of Camden Council partners and other local VCS organisations to increase community resilience and engagement. Sidings Community Centre is one of Camden Council’s Community Partners, receiving core funding for 7 years from 2025-2031 and we are an established community anchor, celebrating our 43rd Anniversary in May 2026.

2. Why Work With Us?

Sidings Community Centre is a warm, community-rooted organisation where relationships matter and every day brings opportunities to make a meaningful difference. You'll join a supportive team, a committed Board and a community that sees the Centre as a vital local resource. We offer a culture built on trust, compassion and collaboration where your ideas and leadership can genuinely shape the Centre's future.

We are committed to being an inclusive employer and welcome applications from people of all backgrounds, experiences and identities. If you are passionate about community impact and enjoy varied, purposeful work, this is a role where you can thrive.

3. Purpose of the Role

The Centre Manager provides day-to-day leadership of the Centre, ensuring high quality operations, strong community relationships and effective delivery of services and projects. Working closely with the Board of Trustees, staff, volunteers and partners, the Manager ensures the Centre is safe, sustainable, well-managed and responsive to local needs.

The role includes operational oversight, staff and volunteer management, safeguarding and compliance, partnership development, income generation, and promoting the Centre's profile and impact – including the continued development of services to meet the needs of all ages, but particularly children and young people.

4. Key Responsibilities

A. Operational Leadership and Compliance

- Lead the day-to-day running of the Centre, ensuring smooth, safe and efficient operations across all services.
- Oversee building maintenance, repairs and improvement projects
- Ensure compliance with all Centre policies and procedures, including government guidance where applicable.
- Act as the operational lead for Health & Safety, GDPR and Safeguarding, maintaining accurate records and ensuring policies and procedures are up to date.
- Conduct and monitor risk assessments across all activities and facilities, including the Nursery and the Youth Provision.
- Provide regular operational updates and reports to the Board of Trustees.

B. People Management

- Line-manage senior staff, contractors and volunteers, ensuring effective recruitment, induction, supervision and professional personal development
- Foster a positive, inclusive working environment where equality, dignity and wellbeing are prioritised.
- Ensure HR processes follow Centre policies and current legislation, seeking external HR advice where required.
- Oversee the Centre's complaints procedure, ensuring appropriate handling, investigation and resolution.

C. Community Engagement and Partnership

- Build and maintain strong relationships with local organisations, partners and stakeholders.
- Represent the Centre positively at meetings, events and forums.
- Ensure the Centre's activities reflect community needs through listening, consultation, monitoring, data gathering and evaluation.
- Support the Nursery and Youth Team to work with partners, families and young people to ensure that the Nursery and the Youth Provision continue to meet local needs
- Promote the Centre's visibility, reputation and impact within the local community.

D. Income Generation, Marketing and Communications

- Lead the development and implementation of an income generation and marketing strategy.
- Identify and pursue funding opportunities, including grants, sponsorship and partnerships.
- Prepare high-quality funding applications and ensure timely reporting to funders and statutory bodies.
- Oversee marketing and communications, including social media, publicity materials and media engagement.
- Promote room hire, activities and services to maximise income and community benefit.

E. Finance and Governance

- Work with the Treasurer and Finance Worker to support budget setting, financial monitoring and reporting.
- Maintain an overview of the Centre's financial position and ensure best practice in financial administration.
- Ensure financial information required for reporting, grant monitoring and Board papers is accurate and timely.
- Prepare reports for Board meetings and attend Board and Annual General Meetings as required.
- Transaction approval (staff payroll, invoices, bank payments)

F. Project Management

- Support and oversee the delivery of high-quality services and projects.
- Ensure project leads are supported to meet objectives, outcomes and compliance requirements.
- Implement robust monitoring and evaluation processes to demonstrate impact.
- Ensure all projects are risk assessed and appropriately resourced.

G. Flexible Working

We support flexible working arrangements where possible and expect flexibility around working patterns, to ensure that the needs of the Centre and community are met.

H. General Duties

- Provide occasional cover for reception, administrative tasks and events outside normal working hours.
- Undertake any other reasonable duties that support the effective running of the Centre.

5. Person Specification

A. Qualifications and Training

Essential

- Educated to degree level or equivalent, including relevant professional qualifications
- Strong IT literacy across standard office and communication tools

Desirable

- Relevant professional development or training (desirable)

B. Experience and Knowledge

Essential

- Proven experience at a senior level in the voluntary, community, public-or business sector
- Proven experience in project management and team leadership
- Experience motivating and supporting staff and volunteers
- A track record of income generation through fundraising, grants, sales, public relations, corporate social responsibility or marketing
- Knowledge of organisational strategy, business planning and community development
- Experience of budgeting, financial monitoring and grant management
- Experience building and sustaining partnerships with external organisations

Desirable

- Experience of working with youth services and/or nursery provision (desirable)

C. Skills

- Excellent written, verbal and interpersonal communication skills
- Strong relationship-building skills with a wide range of people
- Ability to identify and pursue income generation opportunities, including unrestricted and restricted funding,
- Strong project management, monitoring and evaluation skills
- Ability to work independently, prioritise effectively and make sound decisions
- Ability to work collaboratively in teams, groups and partnerships

D. Personal Qualities

- Proactive, self-motivated and values-driven.
- Compassionate, community-minded and committed to helping others.
- Enthusiastic, adaptable and resilient
- Entrepreneurial and opportunity-focused
- Highly motivated with a commitment to inclusion and equality
- Comfortable engaging with people from all backgrounds

Please note that the postholder will be required to obtain DBS clearance once appointed.

6. How to Apply

Please send your CV and a covering letter (each no more than two A4 pages) outlining your interest in the role and how you meet the criteria to: *SidingsCCJobs@gmail.com*

We welcome applications from candidates from all backgrounds, including those who have gained skills outside formal employment.

Closing date: Wednesday 13th May 2026

Interviews: Tuesday 26th May and Tuesday 2nd June