

Centre Operations & Development Manager

JOB DESCRIPTION

Post	Community Centre Operations & Development Manager
Location	Communityworks, Undercliffe Lane, Bradford BD3 0DW
Accountable to	Chief Executive Officer
Hours	18 to 21 hours per week

Position in the Organisation

The Communityworks Centre Operations and Development Manager will be employed by the Communityworks Board of Directors. The post holder will be line managed by and accountable to the Communityworks CEO.

The role will support the CEO in overseeing the day-to-day operations of the Communityworks Centre, including line management of facility staff (caretaker, cook and cleaner). The post holder will also lead youth activities and work closely with the CEO to develop and deliver programmes focused on community engagement and work with young people.

Job Summary

With direction from the CEO the Community Centre Development role will support the growth of the Centre as a welcoming, inclusive hub for the local neighbourhood. Lead with a high degree of professional autonomy to realise the vision of a good neighbourhood Community Centre through the following aims:

- Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- Work together with children, young people, adults and older people to encourage routes to improve life chances.
- To be a community resource that promotes good health and well-being.
- Co-ordinate the work of the facility staff to ensure that the Communityworks' aims, objectives, policies and procedures are implemented, monitored and evaluated.

Line Management

- **Caretaker line management** — Oversee building maintenance, cleaning standards, contractor coordination, and safety checks.
- **Cook supervision** — Ensure kitchen operations meet hygiene standards, support menu planning, and coordinate food-related community activities.
- **Cleaner supervision** — Maintain cleaning schedules, quality checks

- **Young people's leadership** — Line-manage youth worker, lead for after-school clubs, playworkers, oversee programme planning, ensure safeguarding compliance, and maintain high-quality delivery.
- **Support and supervise volunteers** - Ensure that volunteers and students are given the proper support to acquire the skills and knowledge to work effectively within Communityworks. Where possible involve all volunteers in decision-making, in order that they feel a sense of ownership and involvement. Ensure volunteers are recruited in line with Community Works' policy.

Young People's Services

- **Programme development** — Lead the design, delivery, and evaluation of afterschool club activities, clubs, and interventions.
- **Community development** — Build partnerships, engage local families, and strengthen youth participation in community life.
- **Monitoring & evaluation** for afterschool club activity — Track outcomes, produce reports and provide CEO with data and information needed for future funding bids

Building & Facilities Oversight

- **Maintenance planning** — Coordinate repairs, inspections, and long-term building improvement plans.
- **Health & safety compliance** — Ensure risk assessments, fire safety checks, and incident reporting are completed and monitored.

Partnership Working

Partnerships are key in enabling Communityworks to meet the wide-ranging needs of the local community with professional quality provision from organisations with a strong track record.

- To work with the CEO to maintain good relationships with established partners delivering provision at Communityworks by continuing to provide clear information about expectations, safeguarding, costs, health and safety and wider provision.
- Provide information and develop activities and the support available to respond effectively to the needs of children and young people in the area
- Help to develop, promote and market the activities of the Centre, work with the CEO to develop an outreach plan to promote activities delivered by Community Works meeting local community need.
- To support services of the Centre to monitor and evaluate services including maintenance of database to ensure that they are relevant, responsive to changing needs and can demonstrate sustained improvement through continuous organisational self-evaluation.
- To work with volunteers to treat them as an integral part of the team by offering proper identification, training, and welcoming environments

General

The post holder will be expected to attend supervision sessions, team meetings and all appropriate training arranged on their behalf. And regularly review their own practice and take responsibility for their own personal and professional development, seeking support where appropriate.

The post holder will be part of the management team and work closely with the CEO, the Nursery Manager and the centre administration team.

The post holder will have some budgetary responsibility related to the post

Maintain confidentiality of information.

To be responsible for resources and equipment used.

There may be additional tasks not listed above that arise which the CEO will deem the responsibility of the post holder. In general the post holder will need to be flexible, adaptable, able to work out of hours and able to respond to situations as they arise.

Pay and conditions

Salary : £36,750 (Pro-rata)

Holidays : 5 weeks per annum (pro rata) + 8 public holidays

The post will require a small amount of out of hours working which is reflected in the grade and no additional payment will be made.

Length of contract: The post is initially funded for two years with likelihood of extension subject to future funding.

Rehabilitation of Offenders Act 1974

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.

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