

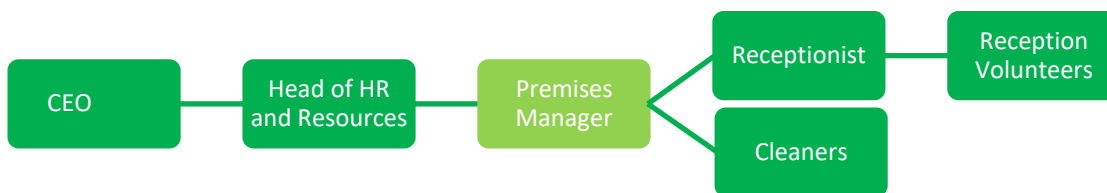
About Us

Centre 404 is a thriving local charity that supports people with learning disabilities and their families. As part of this work, we deliver many services and community based activities from our busy premises on Camden Road.

Our Central Team provides leadership, administrative and infrastructure support that underpins the effective delivery of these services. As a team we aim to provide services and facilities that are accessible, inclusive and welcoming and that are of the highest quality possible, we are looking for candidates who share our values and who are committed to achieving high standards and excellence in their work.

This is a fantastic opportunity for a highly organised and practical professional to join our Central Team to look after the effective management of our busy community premises.

Ideally, we would prefer applications from candidates who are looking to remain in the post for at least 3 years in order to provide continuity for our base and to see through the development of specific upcoming projects.



About the Role

Reporting to the Head of HR and Resources, the post holder will play a vital role in our Central Team directly contributing to the smooth running of the organisation.

The post holder will act as Premises Manager and oversee the effective running of our reception and customer service functions and the day to day management of our premises. The ideal candidate will take a sense of pride in making sure the premises are presentable and well managed and that our customers and service users have a positive and welcoming experience when here. The post holder will need to have the confidence to use their initiative, to communicate effectively with colleagues and customers, and to make decisions and take appropriate action to ensure that all resources and facilities requirements are met.

The Centre is open from around 9am – 9pm (office hours 9.30 -5.30pm) on weekdays and is available to hire at weekends by local organisations, service users or members of the public. During the week, we run a busy schedule of daytime activities for people with high and complex needs, plus after school and evening clubs and activities for children and adults with a learning disability. We also

facilitate training and information events for family carers and staff and hire out our meeting rooms and hall space to external organisations.

It is very important that our Centre is well used and well enjoyed by our service users and the local community. Therefore it is vital that the centre looks great and runs smoothly in order to accommodate and satisfy all of the different people that use our spaces.

About You

This role offers a fantastic opportunity for the right person to get involved and see their work have a direct impact on the day to day experiences of people with a learning disability and their families at our centre.

This is a great opportunity for someone who is looking to build on some solid experience already gained in a similar role and who can transfer relevant managerial abilities to develop this challenging and integral post.

The right person will be able to take on current systems and use their strong organisational abilities to develop the role and innovate new ways of working that will help to embed efficient systems that support the wider work of the organisation.

This is not just a desk job, it is a great role for someone who is practical, who enjoys helping people and seeing tasks through to completion and who thrives on variety. The role will from time to time require some hands on support to deal with maintenance and housekeeping duties so candidates will need to be willing to get involved as required to ensure the centre is fit for purpose and presentable.

We are looking for someone that has the ability to effectively balance multiple demands, with a positive hands-on attitude and who is solution focused and enjoys being resourceful and working with others as part of a team to achieve shared goals. Your friends and colleagues would describe you as resourceful, reliable, and cheerful who rolls up their sleeves and gets the job done.