

# Job Advert

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| <b>Job Title:</b>      | Community Centre Manager                           |
| <b>Job Reference:</b>  | CS/2122/3828                                       |
| <b>Working hours:</b>  | Permanent Full-Time 37.5 hours per week            |
| <b>Salary:</b>         | £30,000 per annum                                  |
| <b>Location:</b>       | Blackheath, London, SE3 0PW                        |
| <b>Closing Date:</b>   | Friday, 29 October 2021                            |
| <b>Interview Date:</b> | Monday, 8 November 2021 – Tuesday, 9 November 2021 |

## About Morden College

Morden College is a charity dedicated to supporting older people. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in all 5 CQC inspection area ratings and we have been granted Hospitality Assured status.

We will provide you with a generous pension, 25 days' holiday plus bank holidays, subsidised meals, free onsite parking, and the potential for a discretionary annual bonus. The College actively encourages individuals to expand their knowledge and understanding to the benefit of all parties, and actively supports CPD opportunities through a generous learning and development budget.

## About the Role

Following the opening of the John Morden Centre and our exciting plans to expand our community services we are looking to recruit a positive and inspiring Centre Manager, with a can-do attitude. Working in a stunning environment at Morden College you will bring fun, energy, and lots of laughter to the John Morden Centre. You will be responsible for the coordination, smooth and successful running of the Centre, building a welcoming, friendly, and vibrant community space.

## About You

As part of your role, you will be responsible for coordinating a full programme of events and activities spanning recreation, leisure, and occupation. Working with colleagues collaboratively to deliver an events programme that utilises all communal areas and includes performing arts, leisure and lifestyle activities and formal events. You will manage reception services, porters, and the transport service, overseeing bookings, creating a Customer Service Hub that provides a single point of contact for transport, accommodation, and maintenance requests. You will be responsible for delivering an

excellent quality of service, that upholds the principle that each individual is at the centre of our services and the support they require.

We are looking for someone to bring reliability, commitment, integrity, passion, and enthusiasm to the role that people using our service deserve. You will be yourself, have a sense of fun and take ownership of all aspects of your role, whilst being a positive role model for staff and an ambassador for Morden College.

### **About Applying**

To apply please visit our website <https://www.mordencollege.org.uk/workforus/>. To have an informal discussion about this opportunity please contact the HR Department by e-mail at [recruitment@mordencollege.org.uk](mailto:recruitment@mordencollege.org.uk) or by calling 020 8463 8363.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

We will accept CVs but if you are called to interview you will be asked to complete a full Morden College application form.

Due to high volumes of applications we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

This post is subject to an Enhanced with Barred List DBS check. This post requires the post holder to be fully vaccinated against Covid-19 unless clinically exempt.

***Morden College is an equal opportunities employer***