

CENTRE MANAGER – GREENCOAT PLACE

Role Description

We are looking for an exceptional person who has both excellent people management skills and a flair for marketing and event management.

Greencoat Place is situated at the heart of Westminster, close to the Cathedral and an easy walk from both the Houses of Parliament and Victoria Station. The building is owned by Initiatives of Change, a long-established UK charity, and is shared with two other charities who rent office space and are potential clients for meetings and events.

The Board of Trustees are seeking to develop the building as a venue for events, meetings and conferences as well as for music and theatrical performances. The role of the Centre Manager is to develop this concept into a reality, to create a centre where every event is matched to the client's needs and where the Greencoat Place team work together effectively to deliver a truly excellent service. Added to your marketing and event management skills will be a talent for the management of people. You will be directly responsible for reception, maintenance and catering staff as well as for volunteers.

Essential attributes

- proven successful experience of the management of staff in a similar setting;
- the desire to create an exceptional environment that truly reflects our values
- a track record of income generation through marketing of venues and/or event management services.

The following would be desirable

- experience of working in a faith-based organisation;
- experience of managing a similar facility with multiple occupants;
- technical skills (use of software including web-based systems, basic trouble-shooting on hardware including sound and presentation equipment);
- knowledge of the HR and legal requirements associated with running a centre of this type, particularly with regard to health and safety of staff and visitors;
- a track record of training and developing staff in the above areas.

We offer

An initial two-year contract (renewable) based on a 37.5 hour week. The candidate must be willing to be flexible and tailor their working hours to suit events taking place in the evenings or at weekends, as necessary.

Salary: £26,000-£32,000 depending on qualifications and experience

Holidays: 20 working days per annum

Access to a stakeholder pension scheme

Please send your letter of application and CV to: secretary@london.iofc.org

Initiatives of Change is committed to bringing about change in the world based on moral and spiritual values, personal transformation and commitment to a divine purpose. We would expect the successful candidate to be sympathetic with the aims and objectives of the charity and to work within our spirit and ethos.