



Centre Manager (part-time 3days per week)

This role has been funded by The National Lottery.

JOB DESCRIPTION

Job location: Aston, Birmingham

Salary: £19,747 including Income Tax, National Insurance and NI Employer.

Employed by: Saathi House Reg. Charity reg no. 1114219

Contract Type: 2year Fixed term contract until April 2024 (depending on future funding this role may be extended). No overtime is paid but time off in lieu may be taken where appropriate

Working Hours: 22.5 hours over 3 days a week. Occasional evening and weekend work is required in this post. Days and work style will be agreed with successful candidate.

Responsible to: Board of Trustees

Location: Office based at Saathi House with occasional travel to meet funders, stakeholders and partners.

Responsible for: The post-holder will play a key role in ensuring the efficient and successful coordination of the centre's services, operations and building. This will include managing staff and delivery teams.

Working closely with the volunteer trustee board the Centre Manager will ensure that Saathi House is a vibrant, well-run managed facility for residents, tenants, those booking centre space and other centre users and that it works to help achieve residents' vision for the area.

This will be as much a strategic role as it is managing role. To plan, direct, and coordinate the activities of the centre/organisation. Establishing local, regional and national strategic and collaborative work; and oversight of budgets and policies regarding participant involvement, program requirements, and benefits.

Saathi House

Saathi House was set up in 1977 under the guise of St James Language Project to support women and children arriving from South Asia to join their respective husbands/fathers in Aston and wider Birmingham. The work at the time was focused on improving their English language skills, to help them integrate into British society. Then in the early eighties we bought our own building on Bevington Road, Aston and we changed our charity name to Saathi House in 2006.

The word 'saathi' means friendship in various South Asian languages and represents us as an organisation, as we offer safe space to enable friends to engage and form new friendships. Over the years, we have become an anchor organisation and a well-known resource for local families in the area.

Our focus is to make a difference in how local women are defined and recognised and help change their position in society relative to men, especially in a community where relations are typically skewed in favour of men. We do this by offering a supportive service and community to our users, equipping them with skills that enable them to improve their social and economic circumstances.

The long-term aim is to build the social capital of the local community, and we believe by educating and empowering these women it will lead to substantial positive development and integration of the wider community and generations of Aston.



Over the last 3 years we have been engaging our service users on all aspects of creativity and arts, in accordance with their faith and belief. We currently empower and develop local women, who are mainly Muslim, and of Pakistani and Bangladeshi background. However, we are open for all local women not just these communities.

MAIN PURPOSE

The Centre Manager is a core post at Saathi House. A varied role, incorporating face to face work with a broad range of stakeholders across the community; administrative and strategic support to the Board; staff management; administration and operations management.

The role is pivotal to the smooth and successful delivery of services and activities to meet the needs of the local community. You will be responsible for the support and first line management for staff.

The post holder will work with the Board and other staff to manage and develop the resources, activities, and projects of Saathi House, to best meet the need and aspirations of the local community.

MAIN RESPONSIBILITIES

- Stakeholder Engagement and Stewardship at all levels
- Staff Management
- Monitoring and Evaluation Oversight
- Service/Activities/Project Development and Management
- Servicing Board of Trustees
- Financial Management and Sustainability including Fundraising

PERSON SPECIFICATION

Experience in

- Financial management
- Project Management including Monitoring and Evaluation
- Community Development
- Managing services or buildings, personnel and contractors
- Health & Safety including risk assessment and maintenance management
- Development and marketing of services

Skills & abilities

- Excellent communication skills both written and verbal
- Confident and able to work on own initiative
- Accurate financial recording and budgeting
- Able to prioritise work and demands
- Able to work flexible hours
- Computer literacy

Other

- A commitment to community run services
- Consent to an enhanced disclosure
- We are firmly committed to tackling discrimination and promoting equality of opportunity and good community relations.

HOW TO APPLY

Please send a copy of your CV and a covering letter detailing a) why you are applying for this role and b) how you meet the role. To Apsana Khatun apsana@saathihouse.org

If you cannot email your CV and covering letter please call 07890309844 to make alternative arrangements.