



SEAHAM YOUTH & COMMUNITY CENTRE

Centre Manager Job Description

Prepared by Seaham Youth & Community
Centre Board of Trustees

Seaham Youth and Community Centre
Strangford Rd
Seaham
County Durham
SR7 8QE
Telephone: 0191 581 2426
Email: hello@seahamyouthcentre.co.uk

Seaham Youth & Community Centre

Seaham Youth and Community Centre is a registered charity situated in the heart of Seaham. We aim to be a central, safe, and welcoming space where people can connect, grow, and develop through a variety of inclusive activities, resources, and support systems. Our purpose is to foster a sense of belonging, support personal and social development, provide educational and recreational opportunities, and strengthen the broader community. We are recruiting an enthusiastic and energetic Centre Manager with the skills and experience to help drive forward our mission of improving the quality of life for the people of Seaham and the surrounding areas.

Seaham Youth & Community Centre Coordinator Job Description

Place of work	Seaham Youth & Community Centre Strangford Road Seaham Co Durham SR7 8QE
Job Title:	Centre Manager
Responsible to:	Board of Trustees
Role summary:	Work closely with the Trustees to develop the business of Seaham Youth & Community Centre (SYCC), including securing funding. Develop relationships with local authorities, community groups, funding providers and volunteers.
Main Responsibilities:	• Develop and implement the Business Plan for SYCC. • Maintain a cycle of business development activities, including identification of potential service users. • Develop robust bids to secure funding for the future of SYCC. • Strengthen the processes, procedures and systems currently in place to improve the quality and speed of preparing funding bids. • Manage budgets, finances and reporting for the Centre. • Produce quality and focussed marketing materials and communications to promote SYCC. • Maintain and update SYCC information technology and social media. • Cultivate and manage relationships with existing and potential service users, funding providers, local authorities/services, local businesses and partner organisations. • Support the development and implementation of activities and programmes for service users, working collaboratively with volunteers and staff. • Organise and implement a service user and partner care programme, including satisfaction surveys and event/session feedback surveys. • Conduct reviews of projects, ensuring that feedback and learning is appropriately disseminated and actioned. • Ensure compliance with health & safety, safeguarding and other regulatory compliance. • Ensure SYCC policies and procedures are followed and adhered to. • Manage staff and volunteers. • Oversee the safe daily operations and security of SYCC. • Any other duties commensurate with the post.

Person Specification

Requirements	Essential	Desirable
Qualifications	• Relevant qualification or experience.	• Degree.
Experience	Applicants must be able to demonstrate a minimum of 2 years experience of - • Business development skills, enabling the development and implementation of SYCC business plan. • Searching for, completing and securing funding bids. • Communicating with groups and individuals (funders, service users, trustees, volunteers etc.). • Experience of managing people and applying relevant policies and procedures.	• Planning, managing and facilitating events. • Experience in marketing to enable post holder to prepare and manage an annual marketing budget. • Experience in production of marketing materials and communications. • Experience of working in a community centre or charitable organisation. • Experience of youth and community work.
Skills & personal attributes	• Ability to communicate effectively with a diverse range of people and build trusting relationships. • Strong organisational skills and ability to adapt to changing priorities. • Ability to work independently and as part of a team. • Proficiency in using IT and social media to promote the Centre and engage with stakeholders. • Basic financial management skills, including budgeting and financial reporting. • Able to use initiative to analyse information, solve general queries and respond to unexpected events or conflict. • Personal motivation and commitment to community aims and a proactive approach to identifying and supporting community needs. • A friendly, approachable, resilient and passionate individual who is committed to making a positive impact on people's lives. • Capable of motivating and managing others. • Willingness to work flexibly, including some weekends and evenings.	

Terms & Conditions:	Hours of work: 30 hours per week; working flexibly including some weekends subject to the needs of the SYCC opening hours. Salary: £29,822 pro rata to 30 hours. Annual leave: 5.6 weeks including bank holidays (pro rata to contracted hours). Benefits: Free parking.
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Closing date for applications:	The closing date for applications is: 6th October 2025
How to Apply	If you're passionate about our centre's mission and want to contribute your skills and experience, please email office@seahamyouthcentre.co.uk to request an application form. If you require any further information or assistance please contact the Trustees on the above email address or call 01915812426. We look forward to hearing from you!