



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:	The Community Centre Manager is responsible for the overall leadership, daily operations, and development of the community centre. This role ensures the centre is a welcoming, safe, and inclusive environment that provides high-quality programs and services tailored to the needs of the local community. The manager must be willing to work flexibly to oversees staff and volunteers, manage project budgets, build partnerships with local organisations, and drive community engagement. By combining strong operational management with a community-focused approach, the manager will successfully balance day-to-day efficiency with long-term community development goals.
Main Responsibilities:	<ul style="list-style-type: none">• Implement the Business Plan for SYCC.• Develop activities and identify potential Centre users.• Develop quality bids to secure funding.• Produce marketing materials and communications to promote SYCC.• Maintain and update IT/social media.• Cultivate and manage relationships with Centre users, funding providers, local authorities/services, local businesses and partner organisations.• Manage project budgets and evidence reports for the board.• Support the development and implementation of activities and programmes for Centre users, working collaboratively with volunteers and staff.• Conduct reviews of projects, ensuring that feedback and learning is shared appropriately.• Ensure policies and regulatory compliance procedures are followed.• Manage staff and volunteers.• Oversee the daily operations and security of the Centre.• Any other duties commensurate with the post.

Person Specification

Requirements	Essential	Desirable
--------------	-----------	-----------

Qualifications	<ul style="list-style-type: none"> • Relevant qualification or experience. 	<ul style="list-style-type: none"> • Degree.
Experience	<p>Applicants must be able to demonstrate a minimum of 2 years experience of -</p> <ul style="list-style-type: none"> • Business development skills. • 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 or projects. • Manage budgets. 	<ul style="list-style-type: none"> • Searching for, completing and securing funding bids. • 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	<ul style="list-style-type: none"> • 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. • 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. • Motivation and commitment to identify and support community needs. • A friendly, approachable, resilient and passionate individual who is committed to making a positive impact on people's lives. 	<ul style="list-style-type: none"> • Knowledge of Microsoft

Terms & Conditions:	<p>Hours of work: 30 hours per week; working flexibly including some weekends subject to the needs of the SYCC opening hours.</p> <p>Salary: £29,822 pro rata to 30 hours.</p> <p>Annual leave: 5.6 weeks including bank holidays (pro rata to contracted hours).</p> <p>Benefits: Free parking.</p>
--------------------------------	--

Closing date for applications:	The closing date for applications is 31 st december 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.

	<p>If you require any further information or assistance please contact the Trustees on the above email address or call 01915812426.</p>
--	---

	<p>We look forward to hearing from you!</p>
--	---