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BELVEDERE COMMUNITY FORUM

The Belvedere Community Forum is a non-political charity based in the Belvedere area of the London Borough of Bexley. The aim of the Forum is to give local residents and businesses a voice on issues which may affect the local area in which they live and work. The Forum also holds a number of events throughout the year to promote social cohesion in the community.

Since October 2014, the Forum has also been responsible for the running and management of the Belvedere Community Centre. The Centre offers a variety of affordable activities for local residents and is used by over 500 people. The Forum also supports local regeneration and office space is provided for local charities and other agencies at the Centre. Local faith groups carry out their services and classes at the Centre.

An opportunity has arisen for a Governance Manager to provide support to the Board in the day to day running of the Forum and Community Centre.

Post Title: Governance Manager

Hours: 15 hours per week (with the potential to rise to 20 hours per week)

Location: Belvedere Community Centre, Belvedere, Mitchell Close, Belvedere

Salary: £15.00 per hour (equivalent to £29,306 pro-rata)

**JOB DESCRIPTION:**

The Governance Manager will play a vital role in providing support to the Board to ensure the smooth running of both the Forum and the Community Centre. The Governance Manager will be given a high degree of autonomy and will be expected to carry out the role with the support of the Chair as Line Manager. Direction will also be provided by Board Officers (Chair, Secretary, Treasurer and Vice-Chair) and other Board members as and when appropriate.

Principal duties and responsibilities will be as follows:

* Responsible for implementation of decisions of the board, and updating of all policies and procedures
* Management of board and public meetings, including the AGM process
* Providing support to the Board through updates, recruitment for board positions, training and director declarations
* Oversee grant applications (including monitoring and completion of grant out-turns) and fundraising and delegate these activities as necessary
* Supervision of changes required to the Constitution in agreement with the Board
* Liaison with Charity Commission & Companies House so that annual returns are submitted on time
* Ensure compliance with insurance and other legal obligations (e.g. managing data protection requirements, booking agreements, utilities, maintenance, business rates & any applicable licences)
* Supervision of finance/banking arrangements and any issues relating to charity finance
* Management of staff, including recruitment & DBS checks (including oversight of volunteers), staff appraisal system, staff contracts & job descriptions, staff absences & updates to staff handbook, payroll & pensions
* Management of systems to ensure that telephone and e-mail enquiries are dealt with promptly and efficiently, managing customer feedback
* Management of IT systems to improve workload
* Supervision of tasks carried out by other Centre staff
* Implementation of training programme for Centre staff
* Maintaining membership records
* Undertake any other task as directed by the Board

**PERSON SPECIFICATION:**

The successful candidate will have a strong commitment to the work and ethos of the Forum and Community Centre. They will need to have exceptional organisational skills and be able to communicate effectively with colleagues, Board members and all members of the community.

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| **REQUIREMENT** | **ESSENTIAL OR DESIRABLE?** |
| **Qualifications/Education/Training**   * 5 GCSE passes (Grade A\*-C) or equivalent including Maths and English * 2 or more passes at A level or equivalent * Degree/HND or equivalent | Essential  Desirable  Desirable |
| **Experience**   * Experience of managing staff * Experience of working in a similar role * Experience of managing volunteers | Essential  Desirable  Desirable |
| **Skills & Competencies**   * Strong communication skills, able to engage with individuals and/or groups to understand their needs, promote the centre and to gather feedback in order to meet their needs and expectations * Able to manage own workload and work without day-to-day supervision * Flexible attitude to working * Good working knowledge of Word, Excel, web sites & social media (Twitter, Facebook) * Good organisational skills * Ability to manage and motivate staff & volunteers * Ability to build a network of local contacts and identify potential users of the centre | Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| **Personal Attributes**   * Self-motivated and dependable * Ability to use own initiative * Willing to work as part of a team when required * Ability to engage with people from a diverse range of backgrounds and capabilities (age, ethnicity, gender, disability etc) * Friendly and engaging when dealing with others | Essential  Essential  Essential  Essential  Essential |

**The post is subject to satisfactory references, enhanced DBS check and 6 months probationary period**