



## **PT Centre Manager required - Agape Wellbeing**

- Job Title:** - **Centre Manager**  
**Location:** - **Agape Wellbeing, East Kilbride**  
**Accountable to:** - **Agape Board of Trustees**  
**Salary Scale:** - **£25,000 (pro-rata)**  
**Hours:** - **21 hours per week (flexibility required)**

We have an exciting opportunity for an enthusiastic individual to join us as the Centre Manager of Agape Wellbeing. Agape Wellbeing is a charitable organisation that has been set up to support the health & wellbeing of the local community. This role provides an opportunity to develop teams of volunteers to implement the organisation's Strategy.

### **Main objectives of post**

- To have overall responsibility for all staff and volunteers and identify any training needs required.
- To promote and expand Agape Wellbeing in line with the strategy determined by the Board of Trustees.
- Develop, monitor and ensure compliance of the policies and procedures including Health & Safety.
- To develop, evaluate and ensure the smooth running of existing and new services offered by Agape Wellbeing.
- To ensure the values of Agape Wellbeing is implemented within all areas of the centre and is recognised by all staff and volunteers.
- To be responsible for the day to day financial management of the organisation.
- To be responsible for fundraising for Agape Wellbeing including grant funding applications and liaise with potential funders.

### **The Candidate will have the following skills:**

- A "can do" attitude with strong integrity and recognise the importance of confidentiality.
- Good organisational skills
- Excellent written and interpersonal communication skills
- Experience in developing and leading a team
- Experience of leading, motivating and managing volunteers and staff
- To ensure the values of Agape Wellbeing are implemented within all areas of the centre and is recognised by all staff and volunteers
- To be responsible for the day to day financial management of the organisation
- Ability to use IT packages to a good standard.

It would also be advantageous to have the following

- Previous experience of policy writing
- Experience in marketing and grant funding applications
- Experience of working in the third sector.

*Whilst the job description attempts to cover the main duties of the post, it is not exhaustive. The post holder will be expected to undertake any other responsibilities/duties commensurate with the level of their post.*

**To apply for this position, please enclose a CV and a cover letter stating why you would like to apply for this position to:**

**Heather Malloch, General Manager, Agape Wellbeing, 22 Cornwall Way, Town Centre, East Kilbride, G74 1JR**

**For all informal enquires please contact Heather Malloch on 07540335613**

**Closing date: 4pm Friday 18<sup>th</sup> May 2018**