



Registered Charity 1158644

JOB DESCRIPTION

This post will be managed by The Woodfield Project, and funded by the Heritage Lottery Fund

TERMS AND CONDITIONS

Title: Woodfield Project Manager

Location: The Woodfield Pavilion, Woodfield Recreational Ground, SW16 1AP

Salary: Up to £27,300 based on a 35-hour working week

Job type: Fixed term contract for one year with possible extension, subject to review and availability of sufficient resources. Probationary period of three months. Appointment subject to references.

Hours: 5 days per week (35 hours), worked flexibly (negotiable), including some weekend and/or evening hours. 25 days' holidays per annum, not including Bank Holidays.

The Woodfield Project is a registered charity dedicated to re-establish the Woodfield pavilion to create a community hub for education, recreation, leisure and sports activities that focus on health and wellbeing, and which conserves and builds an appreciation of the natural environment among its users.

The Manager will report directly to the management team that is responsible to the trustees for the overall daily management of the pavilion and the co-ordination of all activities and bookings.

MAIN DUTIES:

Responsible for all aspects of the day-to-day operation of the Woodfield pavilion.

Support the implementation of the TWP business plan and manage overhead costs to an optimum level within agreed budgets.

Work with the management team and Trustees to raise funds for the charity to ensure its financial stability.

Coordinate and deliver/arrange for delivery of a programme of community activities and events including guided walks and talks on history, archaeology, biodiversity, veteran trees, built environment (including heritage) and wildlife.

Liaise with schools, Forest Schools and other learning providers and manage relationships with a diverse group of community groups, organisations, individual volunteers and partners to achieve the Woodfield Project's aims and objectives.

Be responsible for social media, web development and promotional material - production of a monthly/bi-monthly newsletter and publicity of all events and activities

Responsible for co-ordinating and administrating all bookings for the Woodfield pavilion, ensuring that all visits to the pavilion are logged and monitored and that complaints and suggestions arising are handled efficiently and appropriately.

Maintain and develop a database of all users of the Woodfield pavilion and identify opportunities to increase the use of the pavilion and additional revenue streams.

With the management team, recruit volunteers in order to support the project; maintain a database of all volunteers; develop and implement a volunteer policy and procedure and training schedule and provide a positive and caring working environment for volunteers.

Attend to the health and safety requirements with regard to the building and grounds; prepare or assess risk assessment of all events and activities; safeguard users where relevant; aim to provide equality of opportunity both for visitors to the building and for attendees at events and activities.

Ensure that the Woodfield pavilion and its outside areas are maintained in a clean and hygienic condition appropriate to its use by the general public.

Undertake any other duties, appropriate to the demands of running a community centre based in a public space.

PERSON SPECIFICATION

1. Educated to "A" level (or equivalent qualification) or appropriate experience in a directly related post.
2. Proven ability to manage a community building including responsibility for all aspects of health and safety, risk assessment and first aid, safeguarding and equality of opportunity for all users.
3. Excellent interpersonal skills and the ability to build working relationships with a diverse range of partners, and to meet the needs of different audiences.
4. Proven ability of excellent writing and presentation skills including preparation of progress reports, project development briefs and promotional & publicity materials.
5. Confidence and ability to use computer packages (e.g. Microsoft Office -Word, Excel and Outlook) to handle correspondence, produce reports, manage budgets and resources.
6. Knowledge of social media, website and digital development and maintenance.
7. Experience in project management including managing budgets and satisfying funder requirements, suitable reporting approaches and evaluation.
8. Knowledge and experience of working on a green open space comparable in scope and character to Tooting Common.
9. Able to promote, organise and deliver events and activities which raise awareness of biodiversity, history, archaeology, veteran trees, built heritage and wildlife.
10. Experience of co-ordinating and managing volunteers
11. Experience of working with children and vulnerable adults
12. The ability to work independently using their initiative and prioritise effectively whilst at the same time working collaboratively as part of a team on common goals.

This job description is not intended to be an exhaustive or final statement of the duties required of the postholder.

The post will require an enhanced DBS check