



NORTH OXFORD ASSOCIATION (NOA)

www.northoxfordassociation.org.uk

Post Title: CENTRE MANAGER

Employed by: NORTH OXFORD ASSOCIATION (NOA)

Accountable to: NOA COUNCIL OF TRUSTEES

Hours: FULL TIME 37.5 HOURS PER WEEK

Location: NOA COMMUNITY CENTRE, Diamond Place, Summertown, Oxford OX2 7DP and other premises NOA is responsible for.

Salary: £30K per annum

2-Year Contract (with probationary period of three months)

Job Purpose: The Centre Manager will work closely with the NOA Trustees, local partners, community groups, businesses and organisations to develop and maintain initiatives in order to ensure the sustainability of NOA and to meet the demands of NOA's constitution. The Centre Manager will manage NOA staff and a team of volunteers. The Centre Manager will be responsible for the running of the NOA Community Centre and Cutteslowe Pavilion for NOA members, local residents, hirers and other Centre users.

Main Duties and Responsibilities:

- 1) To manage, supervise, support and recruit NOA volunteers and staff (currently maintenance, caretaker and cleaning but this can change at any time)
- 2) To manage the day-to-day running of the Community Centre, Pavilion and possibly other premises, including booking of rooms, invoicing and payments
- 3) To oversee the maintenance of the Community Centre and Pavilion and to act as a key-holder.
- 4) To ensure and oversee that efficient administrative systems, including membership and databases, are in place.
- 5) To develop community activities on offer, to expand partnership work with local community groups and businesses and increase bookings.
- 6) To be responsible for all booking policies and procedures, safeguarding, Health and Safety requirements and data protection.
- 7) To be responsible for the financial management including invoicing and payments.
- 8) To liaise with NOA Trustees, Oxford City Council officers and other partners.
- 9) To liaise with the NOA Treasurer and Accountant.
- 10) To coordinate and supervise marketing and publicity.

**Essential skills:**

- Excellent organisational skills
- A positive, constructive approach in dealing with challenges and the ability to respond flexibly to changes
- Ability to engage with a range of community groups to develop a relevant and innovative programme of activities
- Enthusiasm and ability to manage, motivate, encourage and recruit volunteers and workers
- Good Team leadership
- Ability to work independently
- Experience in managing people, activities and venues
- Excellent literacy, numeracy and IT skills – Word, Excel and social media essential; website editing useful and Xero training will be given.
- Excellent communication skills and the ability to communicate effectively and sensitively with a broad range of people including reporting to Council officers, Trustees and all Stakeholders both in writing and verbally

Essential Experience

- Experience in managing people, activities and venues
- Proven experience of working with a range of community groups
- Experience of working with volunteers
- Experience of developing and implementing health and safety policies

Working conditions:

- Fixed term of two years.
- 37.5 hours per week/flexible hours. Core hours Mon-Fri 10.00-16.00 at the centre.
- Occasional evening and weekend work.
- DBS check required.
- Salary: £30,000

The Centre Manager will be largely based in the NOA Community Centre, but should also expect to spend some time at the Cutteslowe Pavilion and in our local area. He/she will attend the quarterly NOA Council meetings (and other committee meetings as necessary)

Apply to: noatrustee@gmail.com

Closing date: 19 September 2025

Further details: See our website.

Application: Please submit your CV, a statement outlining how you fulfil the criteria for this job (single-side of A4) and 2 references (one from current or most recent employer).

Interviews: From 24 September onwards (times to be confirmed)