



Centre Manager

Applicant Information Pack



The role

Responsible to:	Board of Trustees (through an appointed Line Manager)
Base Location:	Eaton Vale Scout and Guide Activity Centre, Norwich, Norfolk
Term:	Permanent
Salary:	£28,000 - £30,000 (dependant on experience)
Hours:	40 hours per week
Internal relationships:	Centre staff members, Volunteer teams
External relationships:	Guests to Centre, Contractors, Norfolk Scouts, Girlguiding Norfolk, Dandelion Education, City Collage Norwich, Local Scouts and Guides, Residents, potential guests

Core Purpose

Eaton Vale Scout and Guide Activity Centre are seeking applicants for the role of Centre Manager.

This is an exciting opportunity for someone with the right experience of working in the Outdoor Activity or Customer Services Industries.

Key Tasks

- Managing all aspects of staffing from recruitment, development and performance management procedures
- Managing personnel which fluctuates between 6 and 20 staff during the year
- Application and enforcement of the policies of the organisation that are set by the Trustees
- Taking the initiative for new projects and helping set goals of the centre
- Providing management updates and reporting to the Board of Trustees
- Managing the financing of the organisation including forecasting, budgeting, funding projects, payment of invoices and ensuring financial returns are submitted in time
- Managing contracts for customers, Associations, Governing Bodies and Suppliers including services for utilities, insurance, and servicing
- Management oversight of bookings and dealing with any scheduling conflicts
- Overall health and safety of centre users and staff is upheld ensuring that all requirements by governing bodies are maintained
- Assigning and meeting with Technical Advisors to ensure that risk assessments are up to date and equipment standards are maintained

Disclosures

As this role requires working with young people and vulnerable adults a Disclosure Baring Service (DBS) check is required.

Benefits

- Holiday:** 22 days plus Bank Holidays.
- Additional holiday:** We operate an office closure during the Christmas and New Year period.
- Accommodation:** The successful candidate has the option to have on-site accommodation.
- Tea/Coffee:** We offer free beverages throughout the working day.
- Pensions:** Eaton Vale offers a Work Place Pension which is set at 3% which we will then top up to 6%.
- Cycle to Work scheme:** This scheme is a form of salary sacrifice which enables employees to purchase a bicycle through the Government's Cycle to Work Scheme and can save you up to 42% on the retail value (depending on the employees tax bracket).

How to apply

The successful candidate will need to demonstrate skills outlined in the key tasks and should apply in writing outlining their suitability and include a CV of relevant experience. No later than 30 November 2018.

Please mail your outline and CV to recruitment@eatonvale.co.uk.

We aim to interview during week commencing 10 December 2018.

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Eaton Vale Scout and Guide Activity Centre Limited (Eaton Vale) are required to collect data to perform for requirement activity. We want to be transparent about how we collect and use that data and to meeting our data protection obligations.

We will collect several pieces of data about you during the recruitment process this will include:

- your name, address and contact details, including email address and telephone number,
- details of your qualifications, skills, experience and employment history,
- information from interviews
- your current level of remuneration, including benefit entitlements

Should you be successful and offered a role we will also collect:

- information about your entitlement to work in the UK;
- Information about your previous activities (if recorded) from local and national Police, along with other agencies

We may collect this information in a variety of ways. For example, from your written application or CVs, identity documents or interviews.

We may collect personal data about you from third parties, such as references supplied by former employers and the Disclosure and Barring Service (DBS). We will seek information from third parties only once a job offer has been made to you.

Data will be stored on our secure IT systems including servers and within email. It will be shared only with employees and Trustees directly involved with your recruitment.

We will not use your data for any purpose other than the recruitment process of which you are a part.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references and the DBS.

In addition, we may need to share your personal information with a National Governing Body or otherwise to comply with the law.

If your application for employment is unsuccessful, we will hold your data on file for 3 months. At the end of that period, your data is destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.