



## KYT Centre Manager based at Alton Staffordshire

Hours of Work: 37.5 hours a week	Holiday Entitlement: 32 days including bank holidays
Salary: £36,000-£38,500 per annum	Line Manger: CEO

The Kenelm Youth Trust is looking to recruit a Centre Manager for Alton Castle and the Soli Centre.

Alton Castle and the Soli Centre are busy and vibrant Catholic Residential Youth Retreat Centre's for The Kenelm Youth Trust, serving young people aged 9-24.

Each year, over 8000 young people come to experience short retreats provided by the Programme staff under the leadership of the CEO. Each Retreat is based upon prayer and supported by the outdoor activities provided by the Centres.

Alton Castle is Pugin design with parts of the Castle built in the 12<sup>th</sup> Century. The Castle is a Scheduled Monument and Grade 1 listed building and is set in 63 acres of land within the historical and conservation setting of Alton, Staffordshire.

The Centre Manager Role will report directly to the CEO, be linked to the Retreat Director's work and have an annual salary of circa £36,000- £38,500 per annum dependent on qualifications and experience, 24 days annual leave plus 8 days bank holiday, occasional discretionary days and a desirable pension scheme.

The role is contracted to 40 working hours per week. Due to the nature of the business the role will involve evening and weekend work. The successful candidate will also be required to work some overnight and weekend "on call" work with other Senior Management. The post holder needs to be flexible to occasionally stay on the premises.

The successful candidate will have an understanding of working within a Faith based organisation and Charity environment.

### Main responsibilities:

- Your key role is to support the Retreat Programme Director by ensuring the bookings information, catering and general preparation of the Centre are all fit for purpose for programme delivery and other guests.



- As the Centre Manager you will supervise line managers; to develop and implement HSE policies, plans and practices, in line with the Trusts procedures and relevant regulatory requirements and Legal compliance.
- As the Centre Manager you will work collaboratively with senior staff to collate information for the AHOEC inspections, ensuring all paperwork and evidence is available for inspection
- As Centre Manager you will take the lead on occasional events management and fundraising events.
- As Centre Manager you will be responsible for estates management of land and buildings and contractor management.
- Other responsibilities will include management of the Operations staff which includes the Administration Office and staff, oversee submission of details for payroll to the payroll provider, record time and attendance of all staff, oversee site management and regulations for a listed historic building, HR and recruitment of staff.
- The individual will be required to come on site at any time during the day or night, seven days a week when they are on call. The ability to be flexible with working hours / pattern is essential.

### **Essential knowledge, skills and experience**

The successful candidate will be able to demonstrate the following:

- Having a strong understanding of the legislation and compliance needs around HSE issues and ideally hold a relevant HSE qualification e.g. NEBOSH Diploma or equivalent.
- Be a strong communicator with excellent verbal, written and influencing skills at all levels in the organisation and our customers.
- Managing incident and crisis management, leading accident / incident investigation, implementing and overseeing an HSE auditing programme which will ensure we operate to exceptional HSE standards.
- Be a member of IOSH.
- Be able to manage relationships with customers/users and staff.
- Have the ability to evaluate, monitor and present ideas and data.
- Hold a full UK driving licence.
- Be highly motivated, energetic and an inspirational leader and team player.
- Have excellent time management skills.



- Ability to implement change and identify new opportunities.
- Be organised and have great accuracy and attention to detail and follow tasks through to a close.

### **Key competencies and behaviour:**

The successful candidate will be able to demonstrate the following:

- Have strong interpersonal skills and the ability to encourage line managers and departments to take responsibility for HSE standards and values.
- You will be an ambassador of change and be able to demonstrate continuous improvement delivery and an understanding of HSE certified management systems.
- You will be the sort of person who is passionate about excellence and delivers on commitments.
- Must have excellent working knowledge of Microsoft office packages, including email and document management software.
- Have the ability to work well under pressure and willing to get stuck in, when necessary, to get the job done.
- Be confident in decision making and creative problem solving.
- Be able to travel to other locations for meetings.
- A sense of humour, enthusiasm and a willingness to work flexibly.

### **Administration & Management**

- Ensure the administrative tasks associated with the above are well organised, and appropriate records are kept as required.
- Provide a short Report to trustees five times per year
- Submit monthly time sheets to your line manager and meet for regular line management meetings.
- Follow the policies and procedures of the Kenelm Youth Trust.

The ideal candidate will have worked in a similar role in another organisation or industry.

### **Probationary period: 6 months**

*Employees of the KYT are working towards a unified vision for youth ministry in the Archdiocese. To accomplish this, all staff need to work within the ethos and the conditions of employment for the Archdiocese of Birmingham.*