



COMMUNITY CENTRE DEVELOPMENT MANAGER (CCDM)

The Dorcan Church, East Swindon



Initially 20 hours per week to include some evening and weekend working.

Salary based on hours offered would be £11,440

Applications are invited for the post of Community Centre Development Manager (CCDM).

The Dorcan Church is looking to appoint a CCDM to manage St Paul's Church Community Centre.

The role of the CCDM will be to manage the operations and administration of St Paul's Church Centre as well as the supplementary resource of St Timothy's church.

There will be an expectation to identify and develop volunteers to take an active role within the running of the Community/ Church Centres.

The CCDM will need to have had experience of working within and managing a community facility.

The person will need to be friendly, customer focused and able to work both independently and as part of a team.

This role will be critical in supporting the existing staff team and volunteers involved with the Dorcan church.

The successful applicant should have excellent communication and organisational skills and be able to demonstrate/ have a proven record in dealing with complex community relationships.

Please contact Chris Smith for an application pack:
Chris Smith, Centre Manager, St Paul's Church Centre, Covingham, Swindon, SN3 5BY.

Telephone number 07582 305760 or e-mail:
hall.bookings@dorcanchurch.org.uk

Closing Date for applications is: Friday 25th October 2019
Interview to be held: W/C Monday 11th November 2019
Start date planned of: 1st January 2020