



Job Title: Activities and Resource Centre Manager
Reports To: CEO
Direct Report: Administrative and Activities Coordinator
Contract: Full time (37.5 hours)
Salary: £25,000-£27,000

Main Responsibilities: To develop and manage an ongoing programme of activities and staff based at the Equal People mencap Resource Centre and out in the community. To recruit and supervise volunteers to play an active part in the activities programme. To be responsible for ensuring the housekeeping, IT and reception duties are managed and run appropriately. To manage and supervise volunteers and their recruitment.

Activities:

1. Plan, develop and oversee the running of a vibrant range of training employment, healthy living social group activities for vulnerable individuals both in the Resource Centre and out in the community. To ensure appropriate, accurate and up to date recording is completed. Regular outcome based monitoring and reports.
2. To plan and run the Thursday Club social group
3. To ensure that the Resource Centre is an inviting and responsive environment, that encourages a range of usage both by people with learning difficulties and the wider community.
4. To manage and supervise Healthy Living Service/Resource Centre staff & volunteers.
5. Support service users in the running and management of the project, and use and build on their skills. To service the Advisory Group & encourage users views and ideas on EP services.
6. Ensure the project is regularly monitored and evaluated and that sound quality assurance methods are followed in conjunction with the Quality Assurance System of the whole organization.
7. To organise the premises and resources for the activities programme, as required.
8. Keep records, manage a budget and write reports as required.
9. Other duties as appropriate.

Resource Centre

1. To ensure reception duties are covered as far as possible throughout the week. To ensure such duties are carried out respectfully and in a manner that reflects Equal People Mencap's ethos, values and good working practice.
2. To monitor IT & ensure smooth running of all networks through liaison with contractors.
3. To ensure the Resource Centre is kept fully and appropriately stocked of all administrative and housekeeping items.
4. Ensure that the building and equipment is monitored regularly with regards to health and safety and personal safety and all policies and procedures (especially health and safety, fire safety) are updated and adhered to by staff.
5. Other duties as required

General

1. To attend meetings, supervision and training as required.
2. To model and promote Equal People Mencap's ethos & values.
3. In partnership with the Floating Support Manager develop, manage & oversee Community Support (IB's, DP and ISF) packages and staff.

To apply, please forward CV and cover letter to enquiries@equalpeplemencap.org.uk