



<p>Location: Guru Nanak Wellbeing Centre Khalsa Avenue Gravesend Kent DA12 1LU</p>	<p>Job Title: Wellbeing Centre Manager</p>
<p>Accountable to: Guru Nanak Wellbeing Centre Committee Board</p>	
<p>Salary Band: £ 32,000 - £ 35,000 subject to qualifications and experience.</p>	<p>Working Hours: 9.30am to 4.30pm Monday – Friday</p>
<p>To apply for this role, please scan the QR Code or Select the link below: http://tinyurl.com/cf6zxv6h</p>	

Overview

The GNG Wellbeing Centre has been established to provide a focal hub for Sikh Elders in Gravesham to lead healthy, active and independent lives. The Centre aims to provide services which facilitate the achievement of this objective and reduce reliance on statutory services run by the NHS and the public sector.

The Centre will work in partnership with statutory and voluntary providers to encourage Sikh Elders to adopt healthy, active lifestyles which improve their Wellbeing and quality of life.

The Wellbeing Centre is located within the Gurdwara Complex and as such operates with due regard to maintaining adherence with Sikh principles and values.

The Role:

The Management Board are seeking to appoint an enthusiastic, forward looking Centre Manager who is passionate about developing services which meet the needs of Sikh Elders and can demonstrate achievement in successful partnership working. The postholder will have overall responsibility for managing the Centre whilst adhering to the principles of Sikhism and relevant policies set out by Siri Guru Nanak Darbar Gurdwara, Gravesend.



Key Responsibilities

1. Overall responsibility for the effective and efficient day to day management of the Centre, including staff and financial resources.
2. Leading on the development of services which meet the needs of Sikh Elders and can be delivered within the resources available.
3. Keeping records of the numbers attending and reporting the data to meetings of the Board.
4. Managing the financial resources and ensuring expenditure is kept within the budget agreed by the Board.
5. Identifying opportunities for partnership working with other agencies to promote use of the Centre as a 'Community Hub' where basic, culturally sensitive, health and Wellbeing services can be easily delivered locally.
6. Manage staff and volunteers to ensure a high-quality service can be maintained during the opening hours.
7. Manage a budget for the Centre, including keeping of financial records, payment of invoices and maintenance of the building used as the Centre.
8. Ability to carry out basic risk assessments, maintain a written Risk Register and put in place measures to minimise risks to Users, Staff and Visitors.
9. Keeping a record of compliments and complaints about the Centre and investigating and resolving the latter informally whenever possible.
10. Explore opportunities to expand and improve services through partnership working and sources of external funding.
11. To encourage Sikh Elders to use the Centre by promoting its services through social media, religious events and other communication channels used within the Sikh Community.
12. Responsible for recruiting and training suitable volunteers to help run the Centre efficiently.
13. Promote equality of opportunity in all activities undertaken at the Centre, showing respect at all times.
14. This will be an on-site role at the above location and no work from home applies to this role.



Personal Skills and Abilities:

The Centre Manager will need to demonstrate the following skills and abilities:

- Good standard of higher education, including up to degree level or equivalent.
- Fluent written and oral communication skills coupled with a polite telephone manner. The ability to speak and understand Punjabi is essential.
- Experience in managing a small team of staff and volunteers, including conducting staff appraisals to assist career development. Day-to-day management of staff and volunteers will be with minimum external supervision.
- Ability to use IT software packages, including word, excel and construct and use databases.
- Ability to manage staff, including rotas for work, health and safety training to ensure they carry out their duties with due regard to their own health and safety and that of the Centre Users.
- Willingness to work flexibly and accept responsibility for meeting targets set by the Board.
- Good awareness of Day Care Services and their likely impact on the quality of life for users. This will include networking with similar Centres to share and develop best practices.
- Willingness to undertake other duties which are within the skills and abilities of the postholder.
- Safeguarding, First Aid and Personal Care for Adults will be essential for this role. Training will be provided if required.