



iSE (Initiative for Social Entrepreneurs) Job Vacancy

Job Title: Centre Manager

Location: Women' Enterprise HUB Sparkbrook, 249 Ladypool Road, Sparkbrook, Birmingham, B12 8LF

Hours of work: Full Time – Part time option available

Salary: £30,500 - £35,000 per annum

Responsible to: CEO of iSE

Pension: 4% self-contribution, 3% company contribution

Background:

We are looking for a Centre Manager to continue the success of The Sparkbrook Women's Enterprise HUB [WEH]. Following a refurbishment in 2016, the HUB offers inspiring office units, co-working space and a place to meet and access support to develop women led businesses and provide support to women in the local community. We are keen to continue to develop the HUB as a local facility for women led businesses and deliver associated projects to support engagement, start up and business growth.

The WEH is part of iSE (www.i-se.co.uk), a social enterprise development organisation and the post holder will ensure good cohesiveness and communication across the two sites. Many of the users of the WEH are social enterprises.

We are looking for someone to lead the continued growth and expansion of the WEH and to ensure we continue to have a positive impact and provide value for local women. You will be a proven team leader, business planner, project manager and marketing executive and you will need to build relationships with stakeholders across a wide range of fields. You will also have responsibility for our overall financial success, business development, marketing and brand development.

It is a fantastic opportunity to make a real difference by creating a positive environment to support women in enterprise.

Purpose of the post:

To provide leadership and management for the growth and development of the WEH Sparkbrook. This role will involve the development of a thriving business support environment, new partnerships and sustainable income streams for the WEH.



Duties and responsibilities specific to the post:

1. To innovate and develop new and sustainable ways to support women and enterprise
2. To lead the business development of the WEH, ensuring income generation targets are met including writing funding applications and bids.
3. To provide appropriate line management to staff and volunteers, including volunteer engagement and recruitment, and set performance indicators for the WEH team as appropriate.
4. To monitor performance of the WEH, its impact and the team relative to negotiated outputs and team KPI's
5. To ensure the delivery of the marketing and communications plan.
6. To support promotional activities on behalf of the WEH and provide advice, guidance to support engagement and recruitment of women, organisations and groups seeking to use the space.
7. Manage the daily /weekly/monthly checks and inspections, including statutory checks as directed and ensure that all safety and security is met
8. Undertake engagement activity, support networking and mentoring programme and ensure there is a full programme of activity at the HUB.
9. Support the growth of the Women's Enterprise HUB.
10. To undertake any related activities as advised by the CEO.

General duties and responsibilities

1. To work as part of the iSE team.
2. Maintain appropriate work and client records in accordance with any contractual requirements and iSE's existing systems
3. Keep abreast of current knowledge and best practice in the field of women and enterprise and social enterprise.
4. Participate in appropriate internal and external meetings and to report to the iSE board

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

iSE will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnicity and nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.



What we expect of the post holder:

- To work as part of the iSE team to achieve our organisational goals
- Adhere to iSE’s principles and values
- Maintain and develop your own effectiveness within iSE, including taking responsibility for your health and general welfare in your own professional development as it relates to iSE’s mission
- Be prepared to adapt to the changing environment that iSE, as a developing organisation, may experience
- Bring to iSE’s attention issues of concern that could affect its ability to achieve its objectives, including its support of you in your own role
- Support colleagues within the team and the organisation
- iSE is a small dynamic organisation. As such job descriptions may change over time. It is anticipated that staff will be supported in coping with changing job descriptions where appropriate through, for example, the provision of suitable training.

Person Specification

Criteria	Essential
Knowledge & understanding	<ul style="list-style-type: none"> • Business and enterprise support across the region • Business planning and budget management • Women and Enterprise • Some understanding of the social business sector including the issues it faces and the added value it brings particularly in relation to public service delivery. • Project management • Building management and office rental • Events management • Community engagement • Income generation
Skills & Abilities	<ul style="list-style-type: none"> • Excellent presentation and communication skills • Fully computer literate – able to confidently use a range of Microsoft Office packages • The ability to deliver high quality work and prioritise conflicting demands • Ability to plan and execute programme activities with an attention to detail • Managing people



	<ul style="list-style-type: none"> • Partnership working • Business development
Experience	<ul style="list-style-type: none"> • Experience of leadership and team working • Experience of business development and income generation • Experience of tendering and bid writing • Experience of developing business partnerships and joint working • Experience of managing projects • Experience of managing data management for project accountability • Experience of managing and delivering marketing plans • Experience of managing services
other	<ul style="list-style-type: none"> • A 'can do', solutions focussed attitude to the work environment • Willingness to learn
Education	Educated to degree level or similar

This job description will be reviewed and updated at intervals when necessary in consultation with the post-holder.