



**Carnegie Library Building  
192 Herne Hill,  
London SE24 0AG**

### **Part Time Centre Manager at Carnegie Community Hub – Job Share**

Carnegie Community Hub is an exciting project developing the Carnegie Library building in Herne Hill as a Hub managed by and for the local community. We are working hard to build the hub following the restrictions of the pandemic and we are keen to appoint a second part time Centre Manager to support the next stages of our development.

You can read about Carnegie Community Hub at Carnegie Library, Herne Hill Rd London SE24 0AG and the Carnegie Community Trust which runs the Hub on our [website](#)

This is rewarding opportunity for a part time job share as Centre Manager for the Carnegie Community Trust working in a beautiful building in the heart of Herne Hill. You will be an integral part of mobilising this service.

Do you have what it takes to help Carnegie Community Trust to help to deliver our vision and business plan? Focussed on the customer in the community and putting them at the heart of everything you do. Does that sound like you? If so, we have the opportunity for you.

CCT is committed to inclusion as one of our core values, and we will make sure that no applicants or employees receive less favourable treatment than others on grounds of race, sex, marital status, religion, disability or sexual orientation or be disadvantaged by any conditions or requirements which cannot be shown to be justifiable.

We actively encourage applications from people of all backgrounds, abilities and cultures and believe that a diverse workforce will help us to achieve our mission.

### **Job Description.**

**Title of Post – Carnegie Community Hub Centre Manager – 20 hours per week – equal hours job share with part time Centre Manager – hours will be flexible to be agreed with successful candidate and will include some unsocial hours – remuneration £15,000 per year.**

1. Manage and oversee, as a job share, the co-ordination and delivery of the day-to-day operations and the administration of the Community Hub as agreed with the Trustees for Carnegie Community Trust (CCT)

2. Support the Trustees in ensuring that the site used by CCT for the Community Hub is always compliant in accordance with Health & Safety, Fire Risk, Safeguarding, Covid-hygiene and Insurance guidance. Maintain any necessary paperwork to demonstrate site compliance by the Community Hub.
3. Ensure that essential services such as cleaning, waste disposal and Wi-fi are maintained. Track any repair and maintenance work; liaising with key personnel in Lambeth Council.
4. Signpost Community Hub service users, respond to room booking requests, showing potential customers round the building and answer basic enquiries pertaining to CCT activity.
5. Maintain a (currently) manual booking system for Community Hub room bookings
6. Manage purchasing, charging and book-keeping as agreed with the Trustees.
7. Engage with the local community sharing information about the Community Hub both in person and using social media
8. Take appropriate responsibility to the post for challenging inequality and racism and promoting community relations.
9. Work collaboratively with Library staff to ensure a co-ordinated sharing of the building
10. Engage and train appropriate caretaker cover & coordinate cover for out of hours hub hires
11. Assist with any other projects and activities, within reason, at the discretion of the Trustees.
10. Work with the CCT Trustees and representatives of Lambeth Council to monitor planned progress towards shared aims, attending meetings with Lambeth Council and the Trustees as agreed with the Trustees.

## **To apply**

Please send us your CV, including your employment history, with a note setting out: Your name, address, phone number and email address

Why you are applying for the post and your experience and skills relevant to the job description – particularly working in a paid or voluntary capacity with local communities.

How you can demonstrate your commitment to treating people equally

Any notice period you may need to give.

Please send your application to [info@carnegiecommunitytrust.org.uk](mailto:info@carnegiecommunitytrust.org.uk) by 30<sup>th</sup> March 2022