**Centre Manager, North Highland Cancer Information & Support Centre**

**Job purpose**

This role will provide support to the management committee in ensuring the smooth day to day running of the centre. The role will be responsible for the delivery of effective administrative and financial systems. The role will adhere to the centre’s policies for confidentiality and equal opportunity.

**Reports to**

Chairman of the management committee

**Main tasks**

Administrative:

* Assist in monitoring the use of the centre, i.e recording statistics on relevant databases and collating information for evaluation and monitoring purposes
* Ensure that procedures are in place to comply with Health and Safety requirements
* Manage and maintain the centre website and other social media sites
* Ensure that the powerpoint presentation explaining the work of the centre is kept up to date and relevant
* Organise and maintain an efficient library of reference material in the centre
* Contribute to the development of the centre including providing administrative support to specific projects such as Macmillan Quality Environment Award
* Assist in premises maintenance, i.e. recording issues and liaising with council as required by management committee, to ensure that repairs are carried out
* Assist and support the management committee in researching, developing and managing existing and new centre projects and activities.
* Organise annual events such as open days, AGM and Christmas celebrations

Finance

* Undertake financial tasks such as petty cash payments, preparing invoices and banking, ensuring that financial procedures are in accordance with OSCR and other relevant legal requirements.
* Collate information regarding salaries for the treasurer, ensuring that all information is given in on time and with reference to time sheets.
* To be responsible for placing orders for goods and services agreed with the management committee, ensuring delivery of the work, goods and materials.
* Assist the management committee in fundraising and preparing grant bids and returns.

Volunteers

* To be responsible for keeping up to date information on volunteers, managing records in line with data protection legislation and good practice.
* To be the responsible for administration of all PVGs
* To induct new volunteers into the organisation, ensuring that all volunteers have role descriptions.
* To keep volunteering packs up to date with the latest information.
* To ensure that volunteer rota is prepared and available in a timely manner.
* To ensure volunteers receive appropriate training and support e.g. arrange regular meetings, listening / communication skills.
* To ensure that all volunteers are recognised for the work that they do.

**Person specification**

Confident and able to work on own initiative

Aware of the need for confidentiality in all matters pertaining to the centre

Able to prioritise work and demands

Able to set up and maintain operating systems, filing systems and databases

Excellent communication skills – both written and verbal

Experience in team management

Effective social media skills, preferably in website development / maintenance

Able to work flexible hours – prioritising needs of centre management

Experience of fundraising and preferably making funding bids is desirable

Experience of working with voluntary sector is desirable

**Review of role**

The role is subject to three month probationary period with yearly review of the role and salary thereafter.

Prepared by the management committee

North Highland Cancer Information & Support centre