



Centre Director Call for Applications



Levenshulme Inspire Community Interest Company is seeking a Centre Director who will be responsible for opening, managing and developing the Inspire Community Centre with inspiration, innovation and enterprise.

This is a unique and exciting opportunity for a highly-motivated person with exceptional management skills. The Inspire Community Centre is currently under construction and is due to open its doors to the community in September 2010. When opened it will be a dynamic community hub including a community meeting rooms, a café, social media suite and business incubation centre. Working closely with the Board of Directors and Inspire partners, you will be responsible for its opening and subsequent activities and operations.

You will be responsible for the delivery and development of the Inspire Business Plan and drive the strategic planning, policies and procedures of the centre to make sure that it achieves the wide range of social, economic and environmental outcomes at the heart of the Inspire vision.

As well as a skilful manager, we are looking for a thoughtful leader. You will lead the Centre Management Team with influence and creativity and you will be a champion for Inspire's vision and values, instilling a sense of inspiration and aspiration with all those you meet from all walks of life and working closely with building users and service providers to bring out the best in Levenshulme.

To request an application pack please e-mail admin@lev-inspire.org.uk or download it from our website – www.lev-inspire.org.uk. We will consider job share and secondment possibilities.

For a conversation about this post please call Ed Cox, Chair of the Levenshulme Inspire Partnership on 07961 979 262.

Closing date for applications: 12noon, Monday 18 January 2010.
Interviews: 28 / 29 January 2010.

Please do not send CVs



Centre Director

Job Description & Person Specification



Job Title:	Centre Director
Hours:	37 hours per week
Location:	Inspire Centre, 747 Stockport Road, Levenshulme, M19 3AR
Salary:	NJC PO1 SCP 34-37 c.£30,000
Reporting to:	Chair of Inspire CIC Board of Directors
Responsible for:	Finance & Admin Officer, Inspire volunteers

Summary

The post holder will be responsible for managing and developing the Inspire Community Centre with inspiration, innovation and enterprise in order that it achieves a wide range of social, economic and environmental outcomes.

Main Duties

1. To lead strategic and financial planning for the Inspire Centre, including implementing and updating the Inspire Business Plan to ensure that the Centre operates as a sustainable social enterprise.
2. To be accountable for the operational activities of the Inspire Centre, co-ordinating Centre partners and activities through leadership of the Centre Management Team, ensuring the smooth implementation of the Centre Management Policy.
3. To identify opportunities for new ventures and activities which are innovative and enterprising and find resources, capacity and partners to bring them to fruition, making funding applications and meeting funders' monitoring requirements as necessary.
4. To establish and facilitate the Inspire Forum to ensure that local residents, building users and Inspire partners are active participants in the Centre's development and have a constructive voice in the life of the wider community.
5. To proactively promote the values and principles of the Inspire Partnership amongst centre partners, volunteers and users and to develop practical ways to make Inspire values a reality.

6. To establish and implement an Inspire Volunteers Programme to enable local residents and building users the opportunity to share their time, skills and passions to achieve the Inspire Centre's outcomes.
7. To establish and implement a Centre Marketing and Media Plan which successfully communicates the activities and services of the Centre amongst current and potential users and builds and sustains the profile of the Inspire Partnership as a beacon of good practice in all aspects of its work.
8. To be the guardian of all of Inspire's policies and procedures, a champion for equalities, safeguarding and the Centre's environmental strategy, refreshing and renewing them as necessary.

This job description is exhausting but not exhaustive. The tasks described are representative of the duties it is expected that the post-holder will undertake within the grade range of the post. Content will be reviewed in consultation with the post-holder, to reflect the changing nature of the post. This may include some flexible working including occasional evenings and weekends.

Person Specification

Experience

1. Demonstrable experience working in EITHER a community-based centre/hub OR a successful social enterprise as part of a team.
2. Direct experience working with at least one of the following groups: older people, young people, refugees and asylum seekers, people living with mental illness.
3. Able to give an example of setting-up something new or innovating to meet a specific social need or challenge.
4. Responsibility for the development and delivery of a business plan, strategy or another type of planning and financial management tool.
5. Demonstrable experience of working with a wide range of partners including both community organisations and statutory agencies.
6. Demonstrable experience of working as part of a team and taking a leadership role.

Skills and Knowledge

7. An understanding of the principles of social enterprise and innovation, including fund-raising and financial management.
8. An awareness of the key issues relating to facilities management in a community use setting.
9. An understanding of the economic, social and environmental needs of a communities like Levenshulme and South Gorton.
10. The ability to influence and shape activities and plans in situations where you do not hold direct responsibility or control.
11. Excellent interpersonal skills with people from a wide range of different backgrounds.
12. Significant networking, marketing and public relations capabilities.
13. A clear understanding of and affinity with the statement of the Vision and Values of the Levenshulme Inspire Partnership.



The Inspire Redevelopment



The Levenshulme Inspire Partnership was formed to redevelop Levenshulme United Reformed Church into a vibrant, multi-purpose community centre, inspired by a clear set of shared values, which supports and trains individuals, young and old, and builds community through creative arts and media.

At the 'top of Levenshulme' on one of the busiest thoroughfares in and out of Manchester city centre - and with its iconic spire a local landmark - the plans for a dynamic new building have generated great enthusiasm among residents for a centre that will celebrate the past and the future of the local community.

Levenshulme Inspire Community Centre will feature five core elements:

- **Inspiration Space** will quite simply provide local community groups much needed rooms and facilities to meet and carry out their activities. The scheme includes one large space for more general community use such as meetings, training, dance, aerobics and popular indoor bowling. Alongside this the Inspire Suite has been designed as a higher quality space for business meetings, training and as a 'performance space' to enable drama, music, film projection, and services of worship.
- **Inspiration Incubation** will be a business support service operating from the building. Led by Bubble Enterprises – the social enterprise arm of Partnership WTP which operates the Manchester Business School incubator – the centre will provide a suite of hotdesks and managed workspace for local entrepreneurs and community enterprise start-ups, particularly in the field of creative arts and media. These services will be complemented by 'virtual office' facilities for small businesses in the area, events and training programmes and on-site business support.
- **Inspire Community Media Suite** – a facility providing access to equipment and support for working with a range of new media. Community groups will be able to produce newsletters, websites, podcasts/broadcasts, short films etc. This facility will be run by a partnership between ALLFM, Peoples Voice Media and the Roby Project.
- As a 'gateway' to the building, local youth agency YASP will run the **Inspire Café**. Building on the experience of their small but successful internet café, currently located on the opposite side of the road from the church, this will be a larger, purpose-designed café that will serve the whole community, building users and be run as a youth volunteering and training programme. Alongside serving food, plans are in place for the café to be a new base for the successful Good Mood Food outside catering project and a small retail outlet for locally-produced, healthy food.
- Above the community space there will be **14 affordable apartments** which will be rented to local people by Great Places Housing Group – which owns and manages more than 15,000 homes in the north.



Supported by
The National Lottery[®]
through the Big Lottery Fund



Photos of the Redevelopment



Original Exterior



Original Interior of Church



A few members of the Inspire Partnership



Site Development – July 2009



Exterior – September 2009



Artist's Impression of Final Scheme



Inspire Partnership

Vision & Values



Our Vision

The Inspire Partnership seeks to raise the aspirations of the individual and unlock the potential of the community, from the very youngest to the very oldest, through providing holistic services and opportunities to create a better future for the people of Levenshulme and South Manchester.

Our Values

1. People are at the centre of what we do. We celebrate the diversity of our community and want everyone to have equal access to the services we provide. We will work actively against any form of discrimination.
2. We care about every aspect of a person's life and seek to provide services which are of social, economic and spiritual benefit. We also believe in the strong relationship between people and their communities and work for the welfare of both.
3. We are passionate about encouraging and nurturing talent, providing opportunities for people to develop their own skills and build up the wider community. We believe that aspiration and active learning lie at the heart of personal growth and community renewal. This means we will seek the highest standards in all that we do together.
4. We will encourage creative vision, thinking and problem-solving, seeking to develop fresh perspectives and embrace innovation, flexibility, challenge and change. People's opinions and ideas are sought and cherished. We will strive to make everyone feel welcome and gain a sense of belonging and an ability to participate in the life of the centre.
5. We believe in the importance of vision and leadership and in the value of positive teamwork. We believe that people work most effectively when they are motivated and enjoy what they do. We therefore always seek to find practical ways to celebrate and have fun.
6. Staff and volunteers are given support and their contributions recognised and rewarded. They too will have opportunities to learn and grow.
7. We respect the environment and we are committed to sustainability in all that we do. We also seek peace, reconciliation and justice in our community and beyond.

***Levenshulme Inspire:
Unlocking Potential, Inspiring Community***