

Vacancy: Centre Manager

Salary: Between £25,000 to £35,000 per annum, depending on experience

Contract: Permanent

Hours: 40 hours a week

The organisation:

The Abrahamic Foundation was established in 2009 to serve the diverse needs of the Muslim community. It was founded by a group of scholars, teachers and other professional members from the community. The aim of the organisation is to create a centre that excels in providing high quality services in education, youth work, training, new Muslim provisions, and many other bespoke community services.

The role:

We have an exciting opportunity for a Centre Manager to lead the development of a thriving community hub at the Abrahamic Foundation. The Centre Manager will help set the strategic direction of the Centre and take responsibility for the delivery of all of the AF's services and will lead on the deliver and sustainment of a range of exciting projects.

The AF's aim is to create a community hub that works in partnership with local organisations to create communities in which people are proud to live and work in.

The AF is working towards a vision, "To build a faithful and thriving community".

The ideal candidate will be able to demonstrate that they have;

- Qualified to a minimum of degree level (BA, BSc) or equivalent
- Proven project management experience within a community setting
- Experience of the day to day management of a community building or relevant transferable
- A proven ability to supervise and performance manage a team of staff and volunteers
- Experience of working in partnership with statutory and third sector organisations
- Proven experience of controlling and monitoring budgets
- Experience of working with BME communities and an understanding of the cultural and faith sensitivities within the Muslim community
- Experience of working in a faith and/or a community organisation with a minimum of two years' experience in a development function
- Evidence of ability to implement and manage complex administrative systems
- Excellent communication (written and verbal) and presentation skills with successful track record of producing clear and concise reports
- Proven negotiation skills with the ability to liaise, negotiate and consult effectively with a range of individuals, agencies and initiatives
- Proven organisational skills including an ability to prioritise, be self-motivated and have good time-management skills with the ability to meet deadlines and manage conflicting demands
- Commitment to The Abrahamic Foundation's' purpose and values including equality and social inclusion

Desirable

- Experience of preparing funding applications, dealing with funders and securing funds is desirable

Appointment to this post is subject to an Enhanced Disclosure endorsed by the Disclosure and Barring Service.

To Apply:

To be considered for the Centre Manager role please complete the attached AF application form and forward to nasir.zameer@yahoo.co.uk

Closing date: 25th November 2018

Interviews: 4th December 2018