



## WINSFORD YOUTH AND COMMUNITY FORUM

### NEW IMAGES

### JOB DESCRIPTION – COMMUNITY BUSINESS MANAGER

<b>Job Title:</b>	Community Business Manager	<b>Accountable to</b>	Board of Trustees – through the Chair
<b>Level/Salary Range:</b>	NJC Grade 7/8 – pts 18/28 Qual. Pt. 24 - £27,905	<b>Position Type:</b>	(5 Year Contract) Full Time – 35 hours per week – to include some evening and weekend work
<b>Job Description</b>			
<p><b>To manage the business of Winsford Youth and Community Forum and maximise the usage of the New Images building for community activities. This position will be for a 5 year contract, though this period may be extended subject to funding availability.</b></p> <ul style="list-style-type: none"> <li>• To implement and direct key performance indicators as outlined in the Business Plan</li> <li>• To participate in WYCF strategic planning procedures</li> <li>• To lead the WYCF operational staff team to plan and deliver operational practice</li> <li>• To monitor and evaluate the effectiveness of the operational practice</li> <li>• To network with, and provide support to, relevant groups and individuals</li> <li>• To attend Partnership meetings</li> <li>• To manage the security of the building</li> <li>• To ensure and monitor DATA protection procedures are in place</li> <li>• To develop optimization of room space, rental income and resources</li> </ul> <p><b>Line Management and Supervision</b></p> <ul style="list-style-type: none"> <li>• Supervision and appraisal of operational and business teams</li> <li>• In liaison with the Management Team, to identify and pursue funding streams</li> <li>• To recruit and retain forum staff</li> <li>• To manage the Forum's complaints procedure</li> <li>• To maintain an oversight of staff discipline</li> <li>• To allocate and monitor resources</li> <li>• To monitor budget management</li> </ul>			