



## Flo's - The Place in the Park

Flo's – The Place in the Park is a new community benefit hub which has been open since September 2018 in East Oxford. See [www.flosxford.org.uk](http://www.flosxford.org.uk). We are developing a community owned and managed, welcoming and inclusive place for families and people of all generations to meet, eat, work, play and learn. This is a place where people can come, relax and enjoy the beautiful natural surroundings of the park. It is developing creative new enterprises, offering opportunities for networking, room hire, ideas-exchange and learning. It connects children and adults of all ages with each other and with nature through healthy food, and through outdoor play and learning. It is a place where we look after our environment as well as each other. The onsite Nursery has been open since January and currently has a staff team of 6. We now need a permanent Centre Manager (Coordinator for facilities and finance) to join the team. We hope you will join us in this creative and celebratory new venture.

From April 1st 2019 the Management Team Structure will be:

- Flo's Centre Manager and (Coordinator for Facilities and Funding)
- Flo's Community Benefit Manager (Coordinator for Social Enterprise and Community Engagement)
- Flo's Nursery Manager (full time) (Coordinator for childcare)

The team of 3 co-ordinators will work as co-operative leadership team to ensure the smooth running of the centre and services overall. They will receive support, coaching and mentoring from the project strategic development consultant during the coming year.

**Table: Flo's Team Roles**

<b>Trustees of People, Place and Participation Ltd (currently 7)</b>		
<b>Flo's Centre Manager</b> Coordinator for Facilities and Finance	<b>Flo's Community Benefit Manager</b> Coordinator for social enterprise development and community engagement	<b>Flo's Nursery Manager</b> Coordinator for children and nursery development
<b>Flo's Administrator</b>		<b>Nursery Team – 4 staff</b>

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Flo's Centre Manager (Coordinator for Facilities Management and Finance)</b>
<b>Place of Work:</b>	Flo's - The Place in the Park
<b>Salary:</b>	£28,500 pro rata
<b>Hours:</b>	22.8 hours per week worked over 3 or 4 days
<b>No of weeks per Year:</b>	Year round
<b>Job Type:</b>	Permanent
<b>Responsible to:</b>	The Trustees of People Place and Participation Ltd through their nominated person/appointed lead
<b>Responsible for:</b>	Administrative assistant, part time care-takers,
<b>Budget responsibilities:</b>	Oversee centre budget under the direction of the Treasurer of People, Place and Participation Ltd.

**Leave** 28 days leave including bank holiday. Pro-rata according to days worked.

**Job Purpose:** Responsibility for a whole systems approach to managing Flo's facilities and resources. Development of administrative, financial, human resources and business planning. Ensuring facilities and resources are giving best value in terms of funding available for community benefit.

### KEY TASKS

1. To be responsible for the strategic of the financial and human resources all financial implications and ensuring that the centre makes the best possible use of resources available
2. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
3. Take a lead role in HR policies and procedures at the centre, managing associated employment procedures, including compliance with Safer Recruitment processes
4. Take a lead role in procurement and manage service contracts related to the building
5. Manage facilities including premises, lettings and associated income, building and projects etc.
6. Manage financial administration procedures

People, Place and Participation Ltd. Community Benefit Society Number: 7713  
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7. Take a lead role in planning, monitoring and evaluation of budget
8. Support the Nursery Manager and the Social Enterprise Manager in setting their budgets and monitoring spent
9. Support the Nursery Manager with financial planning, monitoring of the nursery budget and making returns to Oxfordshire County Council for the funding
10. Be responsible for the management of expenditure within an agreed budget
11. Oversee the development of Health & Safety policy and procedures and their implementation at the centre
12. Take a lead role in the development and maintenance of record/information systems and take a lead on Data management and protection within the centre
13. Provide detailed analysis and evaluation of data and produce detailed reports/information as required
14. Be responsible for completion and submission of delegated forms, returns etc., including those to outside agencies e.g. FCA, OCC
15. Comply with and assist with the development of policies and procedures relating to child and adult safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
16. Collaborate with the Social Enterprise Manager and the Trustees in developing new enterprises and funding bids
17. Contribute to the overall ethos and purpose of the Centre
18. Develop constructive relationships and communicate with other agencies/professionals
19. Share expertise and skills with others
20. Participate in training and other learning activities and performance development as required
21. Recognise own strengths and areas of expertise and use these to advise and support others

## **ESSENTIAL CRITERIA**

- Good general education
- Relevant formal qualification or equivalent substantial experience in facilities and finance management in a social enterprise or charitable context
- Successful education/training and track record in relevant finance/management field
- Excellent ability and experience of finance systems and accounts
- Good awareness of organizational frameworks and funding
- Experience of managing contracts
- Experience of successful fundraising
- Effective use of IT for management
- Able to prepare a budget plan with fully profiled salaries and other costs and longer term budgets taking account of value for money, organisational priorities, and factors affecting funding/income

- Able to manage budgets and maintain accurate financial information to facilitate effective monitoring to achieve organisational aims and to establish and maintain good financial practices
- Able to delegate tasks and manage own workload to meet deadlines
- Able to identify and manage potential risks
- Understanding of and ability to work within the guidelines of confidentiality
- Self-starter but also able to work collaboratively with other team members
- Natural authority and confidence in dealing with people and situations
- Calm and organised under pressure
- Excellent interpersonal and communication skills
- Commitment to diversity and equal opportunity

### **DESIRABLE CRITERIA**

- Recognised accountancy qualification (e.g. AAT) or equivalent related professional qualification
- Graduate or equivalent
- Successful experience in Human Resources management
- Experience of effective voluntary sector procurement

### **How to apply:**

To find out more or arrange a visit, please ring us on 01865 587611

To apply, send your CV and a cover letter explaining why you wish to apply to the post to Annie Davy at [coordinator@flosoxford.org.uk](mailto:coordinator@flosoxford.org.uk) by the **Sunday 12th of May 2019**.

Interviews will be held on the **21st of May**.