



Hailsham
TOWN COUNCIL



James West
Community Centre

JAMES WEST COMMUNITY CENTRE MANAGER

Are you our new Community Centre Manager? Make a difference and work for your local council! Hailsham Town Council is looking for an organised and enthusiastic person to join our team and manage the James West Community Centre.

General Information...

Place of Work: **James West Community Centre**

Salary: **SCP (13-16) £28,163-£29,572** Hours: **Full-time / 37 hours per week**

Closing Date: **4pm Monday 30th June 2025** Interview Date: **Tuesday 8th July 2025**

About Us...

The James West Community Centre, maintained by Hailsham Town Council, comprises a main hall, in addition to two meeting rooms, a modern kitchen, storerooms, toilets, and changing rooms.

Hirers use the Centre for social clubs and activities, sports and games, dancing and exercise, pre-school and toddler groups, craft exhibits, after-school clubs, family functions, quiz nights and fundraising events, as well as seminars, conferences, business meetings and public consultation events.

The Centre has benefited from several upgrades in recent months and been hailed a 'valued community asset' by residents and hirers.

The Job Role...

Main Purpose: To be responsible for the day-to-day operation of the James West Community Centre to include bookings management, cleaning and maintenance.

Responsibilities and Duties: Management of Centre bookings using software provided; supervision, security control and general cleaning of the Centre, key registration; facility stock checks; meet with prospective hirers; undertake maintenance compliance checks as requested by line management.

Why Join Us?

- **Make an Impact:** Be part of the continued success of the James West Community Centre
- **Collaborative Environment:** Work within a supportive, motivated, and experienced team.

How to Apply... Please email enquiries@hailsham-tc.gov.uk or call Hailsham Town Council 01323 841702 for a full Job Description and Application form or visit <https://www.hailsham-tc.gov.uk/town-council/staff-member-vacancies/>