



Hub Manager

Job Description

Responsible To: Board of Trustees

Location: Kingsgrove Community Hub, Wantage

Salary: £30,000 - £35,000 per annum (pro rata) plus pension scheme.

Contract: Permanent

Hours: Initially 15 hours per week, increasing to approximately 20-25 hours per week as the Hub develops and operational requirements increase.

Working hours can be arranged flexibly to meet operational needs, however applicants should expect their hours to be spread across multiple days during the week. Evening and occasional weekend working will be required to support community activities, events, and meetings.

About Kingsgrove Community Hub

Kingsgrove Community Hub is a new community facility being developed to serve the residents of Kingsgrove, Wantage and the surrounding area.

The Hub will provide a welcoming, accessible, and flexible space where people can connect, learn, work, celebrate and access community services. Working in partnership with local organisations, community groups and stakeholders, The Hub aims to strengthen community life and create opportunities for people of all ages and backgrounds.

This is an exciting opportunity to help establish and shape a new community asset from its early stages and contribute to its long-term success.

Role Purpose

The Hub Manager will be responsible for the day-to-day management, development, and promotion of Kingsgrove Community Hub.

Working closely with the Board of Trustees, volunteers, hirers and community partners, the Hub Manager will ensure the facility operates efficiently, remains financially sustainable, and provides a positive experience for all users.

The role will support the delivery of The Hub's vision, values and strategic objectives while helping maximise community engagement and participation.



Key Responsibilities

Operational Management

- Oversee the day-to-day operation of the Hub.
- Develop and maintain operational systems, procedures, and processes.
- Manage bookings, enquiries, and relationships with hirers.
- Ensure the building remains safe, welcoming, and well maintained.
- Support the development of policies and procedures as required.

Community Engagement & Development

- Promote the Hub and encourage community participation.
- Develop relationships with local organisations, residents, and stakeholders.
- Identify opportunities to increase use of the Hub and expand community programmes.
- Gather feedback and evaluate community needs and opportunities.

Financial Management

- Support the development and management of budgets.
- Monitor financial performance and contribute to the long-term sustainability of the Hub.
- Review hire rates and identify opportunities to increase income.
- Support fundraising activities and grant applications.

Leadership & Volunteer Coordination

- Recruit, support and coordinate volunteers.
- Provide training, guidance and support to volunteers and any future staff members.
- Foster a positive, collaborative, and inclusive culture.

Compliance & Governance

- Ensure compliance with health and safety requirements.
- Support risk management and the implementation of safeguarding requirements.
- Maintain appropriate records and reporting systems.
- Attend Board meetings and provide operational updates and reports.
- Work within all relevant policies and procedures.

Marketing & Communications

- Promote the Hub's services, facilities, and activities.
- Support marketing and community outreach initiatives.
- Maintain positive relationships with users, partners, and stakeholders.
- Contribute to website, social media and promotional activities where required.

This job description is intended to provide an overview of the role and responsibilities. Duties may evolve over time to meet the needs of the organisation and community.

This post may be subject to a satisfactory Disclosure and Baring Service check or equivalent.



Person Specification

Essential Criteria

Experience

- Experience in facilities management, community development, venue management, hospitality, charity operations, or a related field.
- Experience coordinating projects, activities, or services.
- Experience working with volunteers, customers, or community groups.

Knowledge & Skills

- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to build positive relationships with a wide range of people.
- Financial awareness, including budgeting and monitoring expenditure.
- Good IT skills, including Microsoft Office and digital communication tools.
- Ability to work independently and use initiative.
- Strong problem-solving skills.
- Understanding of health and safety responsibilities.

Personal Qualities

- Commitment to the [vision](#), values and [ethos](#) of Kingsgrove Community Hub.
- Professional, reliable, and trustworthy.
- Flexible and adaptable.
- Collaborative and approachable.
- Passionate about community engagement and social impact.

Desirable Criteria

- Experience working within the charity or voluntary sector.
- Understanding of charity governance and trustee-led organisations.
- Experience of fundraising and grant applications.
- Experience of venue hire or booking systems.
- Experience of marketing, communications, or community outreach.
- Experience organising community events and activities.
- Knowledge of safeguarding requirements.

References will be requested for shortlisted candidates. Applicants should provide the names and contact details of two referees as part of their application.

