



Crewkerne
Town Council

**GRC Centre Manager
Recruitment Pack
2025**



VACANCY

Centre Manager, The George Reynolds Centre

LC1, SC13-17, dependent on experience and qualifications (£29,064 - £31,022 FTE)

25 hours per week to be worked by prior arrangement with the Town Clerk.

Initial fixed term contract: 12 months with possibility to extend.

Background:

Crewkerne Town Council is looking for an organised and enthusiastic person to join our team and manage the George Reynolds Community Centre, located in the heart of the town.

The GRC, maintained by Crewkerne Town Council, comprises a main hall, additional small meeting room, a modern kitchen, toilets, and changing rooms. There is a tenant preschool also located within the premises.

The Centre Manager will not only be proactive in managing the existing bookings at the Centre but be instrumental in growing the usage to attract a range of hirers and opportunities. This will include identifying opportunities to organise social events for the community in the Centre when it is not already booked.

The Role:

The successful applicant should be able to demonstrate success in income generation and have strong communication skills along with a confident, positive and flexible approach. Experience of marketing, hospitality and events management would be an advantage; digital and social media literacy is a must.

The Centre Manager will be responsible for the day-to-day operation of the George Reynolds Centre to include bookings management, supervision of cleaning and maintenance, access arrangements, and meeting with prospective hirers.

The post-holder will be a valuable part of the Town Council team, acting as a key link between the Centre and Town Hall. The successful candidate will need to be flexible, self-motivated, able to work both independently and as part of a team and be focused on providing a quality level of service to the residents of Crewkerne.

This post is for 25 hours per week to be worked over seven days and the post holder will be entered into the Local Government Pension Scheme. Attendance at some out of hours engagements is a requirement of the job.

For an informal discussion about this post, please contact the Town Clerk on 01460 74001 or email townclerk@crewkerne-tc.gov.uk.

Please apply by application form only. Full recruitment pack available at www.crewkerne-tc.gov.uk. Closing date: 5pm on Friday 28th November 2025. Interviews are likely to be held in the week commencing Monday 1st December.



JOB TITLE:	GRC Centre Manager.
GRADE:	SCP 13 -17 (£29,064 - £31,022 FTE), pro rata, depending on experience. The post-holder will be enrolled into the Local Government Pension Scheme (LGPS).
HOURS OF WORK:	25 hours per week to be worked by agreement with the Town Clerk. Fixed term contract, initially 12 months with potential to extend. Weekend working and flexibility are essential.
BASED AT:	The George Reynolds Centre, TA18 8DA.
ANNUAL LEAVE ENTITLEMENT:	23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). These allowances will be pro-rata for this part time position.
CAR USER:	Casual only.
PROBATIONARY PERIOD:	This role is subject to satisfactory completion of a six-month probationary period.
START DATE:	As soon as possible.
JOB PURPOSE:	To oversee the day-to-day management of the George Reynolds Centre, generating bookings and facilitating room hire. To proactively market the Centre to increase its usage and role as a key community hub.
REPORTS TO:	Town Clerk (or Deputy Clerk in their absence).
SUPERVISORY RESPONSIBILITIES:	No staff line management initially but recruitment and supervision of casual staff for events may be required.
ENHANCED DBS CHECK?:	No, but a basic check will be requested.
KEY DATES:	The closing date for applications is 5pm, Friday 28 th November. Interviews will be held w/c Monday 1 st December.

NB: Proof of the right to work in the UK will be required. Applications will be processed in accordance with the UK General Data Protection Regulations (GDPR). Under the provisions of the Working Time Regulations, employees with additional employments may consider 'opting out' of the 48-hour average weekly cap.

GRC CENTRE MANAGER DUTIES AND RESPONSIBILITIES:

1. To manage the GRC as a Community Centre and generate income through room bookings and provision of light refreshment packages.

2. To act as the first point of contact for Centre users and prospective hirers, proactively following up on enquiries and leads to generate bookings.
3. To encourage local services and activities to be run from the building, for example open days, social events, public meetings and private hire.
4. To build a social media presence to raise the profile of the Centre, bookings, users and events.
5. To ensure the building has an up to date 'Hirer Induction Pack' and all necessary procedures for the purpose of the building.
6. To ensure the building is suitably maintained through the day-to-day repairs/testing activities, maintenance programmes and external service contracts by liaising with the Operations Manager.
7. To oversee cleaning requirements, but also to act proactively to address intermittent cleaning issues which may arise between contractor cleans.
8. To set up and clear away rooms for bookings in accordance with hirers' requirements.
9. To maximise publicity opportunities and promote the use of the building and its availability for hire.
10. To ensure that services provided by hirers are compatible with the terms of their hire.
11. Banking responsibilities to be undertaken as and when required, this includes general cashing up such as end of day finance reports for cash payments in conjunction with the Finance Officer.
12. Ensuring payments for hirers are received and to liaise with the Finance Officer.
13. To prepare monthly usage statistics for review with the Town Clerk and to attend meetings of the GRC development group as required.
14. As the role evolves to undertake additional duties as necessary. Initially, this role will be for a fixed term period of 12 months, but success in the role could lead to an extension, potentially additional hours and possible permanent employment.

CIVIC AND COMMUNITY RESPONSIBILITIES:

15. To build and maintain professional, positive working relationships with Centre users, Councillors, staff, volunteers, community groups, and other stakeholders.
16. To meet members of the public and representatives of the above groups, answering questions, responding to complaints and passing enquiries to the correct organisation where appropriate.

PERSONAL DUTIES:

1. To have regard to health and safety considerations for both yourself, employed or voluntary colleagues and the general public and to bring to the attention of the Council any issues which may contravene good practice or health and safety policies and procedures.
2. To treat all Councillors, colleagues, volunteers, and the general public with equality and respect.

PERSON SPECIFICATION

GRC Manager (Part-Time) 25 hours p/wk		
	Essential	Preferred
1. Educational qualifications	5 GCSEs or equivalent including Maths, and English.	Educated to at least A-level standard.
2. Work Related Experience	Previous hospitality and event management experience, including bar service. Experience of dealing with members of the public. Experience of using the internet to find information. Knowledge of basic financial processes such as invoicing. Food hygiene certification. Experience of working on own initiative, keeping records and reporting performance outputs. Ability to take control of a busy building in an emergency.	Previous experience of managing a community venue. Experience of dealing with people in a polite and friendly manner, especially when a person is distressed or angry.
3. Skills/ knowledge and aptitude	Experience of using Microsoft Office (Outlook, Word, Excel and PowerPoint). Able to work both as part of a team and independently Ability to communicate effectively (orally and in writing) – able to listen, able to provide information and able to explain situations. Ability to write short informative web, social media and newsletter articles. Knowledge of updating social media. Experience of managing people. Able to form and maintain good relationships with Councillors, contractors, the public and other stakeholders. Ability to work under pressure.	Awareness of the Town Council's role and responsibilities. Ability to use and update websites. Familiarity with Canva. An understanding of local government and its relationship with the community. Knowledge of health and safety standards and best practice in facilities management.

	Flexible and ability to prioritise changing work patterns, undertake further training and grow the role as required.	
4. Other	A strong commitment to helping members of the community get involved with the Centre. Ability to be self-reliant, energetic, able to work on their own initiative and to prioritise activities. The continued success of the Centre will depend heavily on the organisational skills of the Manager and their ability to communicate effectively with all members of the community. To be flexible with holiday arrangements. To be flexible with working patterns to cover Centre events - ability to work weekends, occasional evenings and anti-social hours.	A full, clean driving licence and access to a vehicle.

APPLICATION FORM

Position: GRC Manager

PERSONAL DETAILS

Title (Mr / Mrs / Miss / Ms etc.):	
Surname:	
First name (s):	
Address:	
Email:	
May we contact you via email?	YES / NO
Tel no. (home):	
Mobile no:	

EDUCATION, TRAINING AND QUALIFICATIONS

Educational establishment / certificate / qualification (please continue on a separate sheet if necessary)	Grade	Date

APPLICATION FORM

Position: GRC Manager

CURRENT / MOST RECENT EMPLOYMENT

Employer and address:	
Job title:	
Date appointed:	Present salary: Salary grade if in local government:
Brief description of duties and responsibilities: <i>(please continue on a separate sheet if necessary)</i>	
Reason for leaving/wanting to leave:	
Length of notice required:	Date of leaving (if applicable):

PREVIOUS EMPLOYMENT

Employer	Position	Salary	Dates	Reason for leaving

APPLICATION FORM

Position: GRC Manager

SUMMARY

Please describe the skills, qualities and experience you would bring to the role, together with your reasons for applying, and provide any other information that may assist your application. Please refer to the job description and person specification. (Please continue on a separate sheet if necessary.)

REFERENCES

Referee:1 Can be contacted prior to interview: YES / NO

Name:

Position:

Address:

Referee:2 Can be contacted prior to interview: YES / NO

Name:

Position:

Address:

APPLICATION FORM

Position: GRC Manager

ADDITIONAL INFORMATION

Are you related to a Councillor or a member of staff? (If yes, please give details.)	YES	NO
Do you have a current driving licence?	YES	NO
If yes, do you have any current endorsements?	YES	NO
Are you a car owner?	YES	NO

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to Crewkerne Town Council to process the data supplied on this application form for the purpose of recruitment and selection.

Signed:

Date:

Email: townclerk@crewkerne-tc.gov.uk

Post to: Gemma Hughes
Town Clerk
Crewkerne Town Council
Town Hall
Market Square
Crewkerne
Somerset
TA18 7LN

Closing date for applications: Friday 28th November, 5pm.