



Job Description - Manager: Waltham Forest Resource Hub (Central) 16/01/18

Social Spider CIC

Helping People Make Change Happen

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This is a 3-day per week role as manager of Waltham Forest Resource Hub (Central) in Leyton.

The Resource Hub provides office space for voluntary sector organisations, many of whom deliver adult social care services. A consortium social enterprise, WFWellComm CIC, is the leaseholder for the building and Social Spider CIC manages the building on their behalf.

The salary is £15,000 for a 21-hour week (£25,000 pro-rata based on a 35-hour week)

**Responsible to
Managing Director**

**Responsible for
Facilities Assistant, Cleaner and volunteers**

Objectives

Overall objective

To manage Waltham Forest Resource Hub (Central) in Leyton ensuring that the building is safely and efficiently run for the benefit of the local community

Specific objectives

Work with the Facilities Assistant to ensure that Waltham Forest Resource Hub (Central) is managed in accordance with legal regulations and the lease agreement with London Borough of Waltham Forest

Oversee the day-to-day running of Waltham Forest Resource Hub (Central) with the aim of maintaining full occupancy of office space and maximum possible use of meeting rooms

Work with the Managing Director to develop Waltham Forest Resource Hub (Central) as a resource for the community - seeking funding and support for new community activities and initiatives

Duties

- 1. Manage the work of Facilities Assistant and Cleaner**
- 2. Invoice tenants for office space**
- 3. Manage and invoice for room bookings**
- 4. Oversee an efficient system for opening and closing the building**
- 5. Oversee a regular fire alarm test and other basic health and safety responsibilities**
- 6. Coordinate maintenance of the building - including identifying significant maintenance issues to be resolved**
- 7. Commission small scale maintenance work - and seek quotes for larger jobs**
- 8. Hold monthly tenants meeting to update tenants on the running the of the building - and liaise with tenants on an ongoing basis**
- 9. Develop ideas for new projects and initiatives to promote the development of the social investment market**

How to apply

If you are interested in this role, please email a CV, a short covering letter outlining your interest and relevant experience to david@socialspider.com.

The closing date for expressions of interest is Wednesday 24th January 2018

About Social Spider CIC

Social Spider Spider Community Interest Company (CIC) is a not-for-profit social enterprise that delivers research, writing, publishing and training services as well as running its own local and national projects. Originally founded in 2003, Social Spider CIC has a long track record as a small organisation punching above its weight to launch and maintain businesses and products with a significant national impact. Social Spider CIC's current main areas of work are: social investment, mental health and community media.

About WWellComm CIC

WWellComm is a Community Interest Company owned by three Waltham Forest-based not for profit organisations: Social Spider CIC, Community Transport Waltham Forest and HEET. WWellComm CIC took over management of Waltham Forest Resource Hub (Central) on January 2017 following the closure of Voluntary Action Waltham Forest.