

## CENTRE MANAGER ROLE DESCRIPTION

### Description of Key Duties and Responsibilities

Reporting to the director, the general manager will manage the team onsite, to fulfil the strategic vision. S/he will work in cooperation with the director and (SPC) spiritual programme coordinator, to ensure the smooth functioning of the centre. The priorities for the general manager include:

- **Team Management:**
  - Supporting recruitment, induction and training of team members
  - responsible for the day-to-day activities and guidance of the team, compliance with Land of Joy procedures, and caring for their general needs.
  - Maintain an overview of all areas of Land of Joy's activities on a day-to-day basis, supporting effective communications between team members, retreatants and visitors, and implementing procedures for Land of Joy's functions as a retreat centre.
  - Ensuring a safe, secure and legal work environment
- **Facilities management:** responsible for preserving the good condition of infrastructure and ensure that facilities are safe and well functioning
  - Support planning and coordinate building projects and refurbishments
  - Manage the upkeep of equipment and supplies to meet health and safety standards
  - Maintain health and safety procedures
  - Inspect buildings' structures to determine the need for repairs or renovations
  - Supervise team members and external contractors
  - Handle service contracts
  - Undertake small maintenance projects (desirable)
- **IT & Administrative support**
  - Management and planning of purchasing for the centre
  - Maintain records related to legal and centre requirements for team members, buildings, and grounds etc as directed by the director
  - Agree with the director effective financial procedures and ensure that they are followed.
  - Use the Land of Joy database to record relevant actions etc.
  - Website & social media updating and maintenance (desirable)