

## **The Nightingale Centre – Job Vacancy**

### **CENTRE MANAGER**

**Are you looking for your next new challenge?**

**Do you want to help create a 'Centre of Excellence in a venue with a difference'?**

**This management role is absolutely central to improving our Guest offering, attracting new Guests and adapting to their changing needs.**

Having implemented several very exciting developments at the Centre, we continue to build on our successes and are therefore delighted to be in a position to recruit a new Manager for our 4-star hostel accommodation in the heart of the Peak District.

**Title: Centre Manager**

**Reporting to: The Management Committee/Trustee Board**

**Salary: £40,000**

**Hours: 37 ½ hours per week**

#### **Purpose of Post**

- To manage the day-to-day operation of the Centre to ensure excellent Guest experiences.
- To establish a 'no blame' culture amongst the staff and excellent, supportive team working.
- To work closely with the Board to understand the strategic priorities and how these can be achieved.

#### **Background**

The Centre is a Charity with close connections to The General Assembly of Unitarian & Free Christian Churches. The members of the Management Committee/Trustee Board are responsible for ensuring that the Centre is run responsibly and in accordance with its Charitable objects. The members are all volunteers with relevant skills and experience.

#### **There are four staff teams:**

- Office where the Centre Manager will normally be based
- Housekeeping led by the Head Housekeeper
- Catering led by the Head Chef
- Gardening team reporting to the Centre Manager

We aim to establish excellent, collaborative working as one team focused on delivering high quality experiences for our Guests and a warm, supportive working environment for our staff.

If you think you have the skills, knowledge and experience needed for this post please email Marion Baker at [marion.baker@tiscali.co.uk](mailto:marion.baker@tiscali.co.uk) and ask for an **application pack**.

This will include:

- Background Information
- Application Form
- Job Description
- Person Specification

**Deadline for Applications: 18:00 hours on Thursday 31<sup>st</sup> August 2023**

**Candidates who are shortlisted will be informed by Monday 4<sup>th</sup> September 2023 by email.**

**Interview dates: Wednesday 6<sup>th</sup> September 2023 and Thursday 7<sup>th</sup> September 2023**  
**(Please keep both dates free in the event that you are shortlisted)**

**Start date: Subject to the availability of the successful candidate.**

**We hope to hear from you soon.**