

## Stanley House Centre Director

### Job Description

We are currently recruiting for the Stanley House Centre Director. Stanley House is a major new community initiative under the auspices of Cheadle Masjid.

The Centre Director will lead the development, delivery and long-term sustainability of the centre. The centre will deliver a halal café, educational programmes, youth and scout services, community support services, function provision for nikah, aqiqah & other celebrations, and sports provision.

This role requires a visionary, strategic and operational leader who will take the project from inception through refurbishment, service design, recruitment, launch and ongoing management.

### Working hours

- ✓ Weekly hours – 30 - 40 hours – mutually agreed
- ✓ Working days – Monday to Friday;
- ✓ Working hours – 09:00 to 18:00
- ✓ Salary: Competitive and dependent on experience.
- ✓ Location – Stanley House, 231 Wilmslow Rd, Handforth SK9 3JZ

### Key Responsibilities

- Lead on the strategic development and delivery of Stanley House in alignment with the vision of the charity.
- Drive fundraising activity, including campaigns to repay the Qard Hasan and secure long-term financial sustainability.
- Manage refurbishment works: liaise with architects, contractors and suppliers; oversee timelines, budgets and quality.
- Develop a full suite of community services: education, youth, support services, events, and social spaces.
- Recruit, manage and support staff teams including facilities, operations and fundraising.
- Ensure the centre operates safely, efficiently and in compliance with legal, safeguarding and regulatory requirements.
- Ensure compliance with all relevant legislation, including employment law, charity law, company law and health & safety legislation, including the regular review of all policies and procedures.
- Ensuring adequate security provision is in situ at the premises
- Build strong partnerships across the community, local authorities, voluntary sector and donors.
- Prepare and manage budgets, financial plans and operational policies.
- Ensure the ethos and the vision of the Masjid is upheld and crucially all activities remain within the bounds of the Qur'an and Sunnah.

- Report regularly to the Cheadle Masjid trustees. Ensure the Board of Trustees can adequately monitor annual plans, targets and performance by providing regular strategic, operational and financial reports.

### **Staff management**

The Centre Director will:

- Line-manage the facilities, fundraising and operational staff at Stanley House
- Ensure effective management of human resources including recruitment, supervision, appraisal and development.
- Establish and nurture a positive, accountable and high-performance culture amongst staff at all levels.
- Develop and maintain a professional and harmonious working environment that attracts and retains high calibre staff and volunteers.

### **Fundraising and Financial Management**

The Centre Director will:

- Develop an effective fundraising strategy with a clear vision and framework to ensure the repayment of the Qard Hasan within a three-year period.
- Develop facilities and programmes that generate income to cover the running costs of Stanley House and generate income to allow the next phase of the project to develop.
- Ensure Stanley House has an effective financial risk management framework and strategy, including the identification, assessment, mitigation, recording and regular review of risks.
- Bring to the attention of the Board of Trustees any major risks that have been identified.
- Ensure appropriate financial controls are in place and reinforce accountability at all levels where funding and delegated authority are involved.
- Procure competitive bids for services and goods with appropriate financial agreements, whilst ensuring transparency within the limits of the post-holder's authorisation.

### **Essential Skills & Experience**

- Proven leadership and senior operational management experience.
- Demonstrable success in fundraising and donor engagement.
- Experience managing capital/refurbishment projects.
- Strong organisational, financial management and project planning skills.
- Ability to work with diverse stakeholders including volunteers, contractors, community groups and trustees.
- Excellent communication, diplomacy and interpersonal skills. Understanding of Muslim community needs and values.

### Desirable Skills

- Experience in community development, charity management or faith-sector leadership.
- Knowledge of health & safety, safeguarding and facilities management.
- Experience launching new services or community centres.