

THREE CORNERS CENTRE
CENTRE CO-ORDINATOR

Recruitment Information Pack

July 2009

Contents

	Page
Letter from Chair of Three Corners Trust	3
About Three Corners Trust	4
Trust's key outcomes for the next 12 months	6
Job Description	7
Person Specification	9
Terms and conditions of service	11
Application procedures	12

Three Corners Trust
c/o 90 Central Street
London
EC1V 8AJ

July 2009

Dear Applicant

Thank you for your enquiry regarding the position of Centre Co-ordinator for the Three Corners Trust. You should ensure that you have the following in your pack:

- A recruitment information pack
- An Equal Opportunities Monitoring Form (please return this with your application)

Further information can be found on the Trust's website www.yourec1.com/Get-involved.html

The closing date for this position is 5.00pm on 20th July 2009 and we plan to shortlist over the following week. We will contact you once short listing has been completed to advise you of the outcome of your application.

Please note that if you are shortlisted you will be required to attend a selection interview on 27th July 2009. A second stage interview will be organised with young people who have been involved in developing the new Centre on 28th July 2009. Please ensure that you are able to attend on both these dates.

Finally, please ensure that all applications are sent to the address provided at the top of this letter by post or by email to maust@ec1newdeal.com on or before the deadline.

We very much hope that you will decide to apply for this post having read the information pack. If you have any questions that you need answered before making an application, then please contact Melanie Aust, Development Manager for Three Corners Centre on 07960 967022.

Yours sincerely

David Green

David Green
Chair

ABOUT THREE CORNERS TRUST

Three Corners Centre is a new building on the site of a long standing Adventure Playground in Clerkenwell in Islington. It will have extensive new indoor space for the Adventure Playground, an Adult Learning Centre and a resource space for youth work. The Centre forms a substantial part of the legacy of EC1 New Deal for Communities, and is sited next to Spa Park which EC1 has also extensively improved.

Three Corners Trust has been established to oversee the management, maintenance and delivery of services at the new Three Corners Centre. It has representation on it from Islington Council, EC1 NDC and a local resident. It is anticipated that the Trust Board will grow to up to 16 members including Trustees from local voluntary and community groups, young people, users of the Centre and those offering specific skills, e.g. financial, IT, legal etc. If the Trust achieves a good track record for the delivery of services at the Centre, and if sustainable funding streams are in place, then it is hoped that Islington Council will transfer ownership of the Centre to the Trust, most probably by a long lease.

VISION, AIMS AND OBJECTIVES

A vision statement for the Three Corners Centre has been produced through consultation to provide a framework for this Business Plan:

“An exciting place to learn for all the community, a safe place for children and young people to play and a good place to go for relaxation and fun”

The aims of the organisation will be delivered by the work of the partnership of Three Corners Trust working together with Islington Council and local people to deliver high quality services for children, young people and adult learners that meet the identified needs of the local community.

The key aims of the new Centre are as follows, that:

“The Centre will be open and used as often as possible”

“It will be well managed by a community focused Trust, under-pinned by an effective partnership with the Council and the local community”

“It will be cost efficient in terms of delivering services, but it will also ensure that it meets the highest quality standards”

“There will be lots of positive activities going on that are safe for children and young people and attractive for adult learners”

“It will promote imaginative play – both indoor and outdoor”

“It will provide opportunities for all to learn, train and build their confidence”

“It will be somewhere to share your knowledge with others and to learn new things”

“It will help to create the entrepreneurs of tomorrow”

The objectives of the Trust are:

1. To establish a new Centre to benefit local residents by delivering activities and events to help them to improve their quality of life.
2. To develop the capacity and skills of those living in socially and economically disadvantaged communities to better identify and meet their needs and help them to participate more fully in society.
3. To help advance the education, training or retraining of unemployed people to help them to gain employment.
4. To help to maintain, improve or provide public amenities, including play facilities for children and sports facilities
5. To act as a resource for young people up to age of 25 years and those who are unemployed by providing advice and assistance to develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals

KEY OUTCOMES FOR THE NEXT 12 MONTHS

The Trust has identified its key outcomes in its Business Plan for 2009 to 2012, which has recently been prepared. This work has been developed over the past 5 months to establish the partnership between Islington Council, EC1 NDC and local organisations and people and develop the necessary infrastructure to deliver this Business Plan. This has included developing the governance arrangements, roles and responsibilities, financial arrangements and staffing requirements. The aims and objectives identify a partnership strongly committed to local ownership, community benefit and mutual support. Implicit in these aims and objectives is an entrepreneurial approach and culture which will be vital to the Centre's long term growth and success.

The key outcomes the next 12 months are:

To develop the Three Corners Trust as a charitable company

- To commence and agree the terms and conditions of an asset transfer from Islington Council to the Three Corners Trust of the Three Corners Centre
- To recruit Trustees to the Trust and develop a strong Board structure
- To agree the procedures and policies required for the new Centre
- To hold regular meetings of the Trust Board
- To hold regular meetings of the Operational Group to oversee delivery of services in the new Centre
- To agree a 3 year funding strategy to underpin this 3 year Business Plan and commence fund raising activities
- To develop the Youth Offer and to procure a delivery partner to manage and match fund delivery of this offer
- To deliver a summer programme of activities for young people
- To organise consultation events with local groups and people, including a Fun Day in August 2009
- To recruit the Centre Co-ordinator
- To support the Launch of the new Centre in October 2009 and organise a formal launch in January 2010
- To support the development of a Centre User's Network to act as a reference point for feedback and consultation

JOB DESCRIPTION

Job Title	Three Corners Centre Co-ordinator
Department	Centre Co-ordination
Reports to	Chair, Three Corners Trust
Responsible for	Centre Administrator
Background	
<p>A new Centre has been developed offering adult and community learning, young people's services and play provision. The vision for the new Centre is that it will be community led in a cost effective and efficient way. Three Corners Trust has been developed as a charitable company to oversee the running of the Centre and to fund-raise. This Trust has developed a business plan, including financial projections, for the Centre. It is hoped that Three Corners Centre will be transferred from Islington Council to this new Trust, which will be dependent on meeting the requirements of the business plan, effective fund raising and developing a good track record.</p>	
Function of the Post	
<p>To provide a leadership role in developing, promoting and co-ordinating the offer within the new Three Corners Centre. Offering capacity building support to the new Trust committee, and liaison with local statutory and voluntary sector partners, the Centre Manager will work to ensure the Three Corners Centre is a vibrant and sustainable facility for local residents.</p>	
Duties & Responsibilities	
<ol style="list-style-type: none"> 1. Developing and implementing the Three Corners business plan. Ensuring that the business plan is reviewed and updated annually by the Trust committee. 2. Ensuring that income is generated to meet the requirements of the business plan which will be in the region of £75,000 a year starting October 2009. 3. Maintaining financial oversight of the Centre, working closely with the Trust's financial advisors and ensuring that the Centre runs within budget. 4. Consulting the local community (residents, business and local organisations) to understand ongoing services needs, and to promote the centre. 5. Developing new services and activities to be run from centre, with particular emphasis on services for young people, which are complementary to the existing offer, working closely with statutory and voluntary sector partners. 6. Supporting volunteers and volunteer involvement with the running of the 	

Centre.

7. Offering capacity building and administrative support to the Trust Committee.
8. Ensuring effective maintenance of the building – including maintenance programmes, supervising contractors and others regarding work in the building.
9. Ensuring the building is safe and secure, and that health and safety procedures are followed in accordance with relevant legislation.
10. Managing storage space and equipment use within the building
11. Working with local partners to ensure activities at the Centre fit with others provided in the area (e.g. Youth Providers Network, the Finsbury Library, Peel Centre and St Luke's Centre)
12. Work in a way that positively promotes and supports equality and diversity.
13. Undertake any other task appropriate to the post as directed.

Notes

1. *In addition to the above, you will be required to carry out any other duties required to ensure the implementation of the programmes and projects or other areas of work for which the Company is responsible.*
2. *This list is not to be regarded as exclusive or exhaustive. Any additions or alterations will be put in writing by the Chair of the Trust Board.*
3. *Note that this position is full-time.*

PERSON SPECIFICATION

Job Title	Three Corners Centre Co-ordinator	
Department	Three Corners Trust	
Job Requirements	(E) = Essential	(D) = Desirable
1. Equalities <ul style="list-style-type: none"> • Proven and demonstrable commitment to the principles and practice of equal opportunities in employment. 	E	
2. Experience <ul style="list-style-type: none"> • Experience of working at a senior level in a similar environment • Experience of developing and supporting management committees • Experience of marketing and consultation, preferable in a community buildings environment • At least 12 months experience of managing buildings, or services within a community buildings environment • A track record of developing and sustaining new services in a community setting • Experience of developing and co-ordinating services for young people • Experience of working in partnership, ideally within a community buildings environment • A track record of successful fundraising (in the region of £75,000+ per annum), bid writing and financial management • Experience of promoting volunteer involvement. 	E	E
	E	E
	E	E
	E	D
	E	D

<p>3. Skills, Knowledge & Aptitudes</p> <ul style="list-style-type: none"> • Very good communication skills – both written and oral • Customer service skills • Confident and able to work on own initiative • Able to set up and maintain operating systems • Able to manage and understand budgets • Demonstrable ability to work as part of a wider local team to manage buildings and set up services • Excellent communication and interpersonal skills • Computer literate 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>4. Special Requirements</p> <ul style="list-style-type: none"> • Able to work flexible hours – prioritising needs of centre management • A real commitment to community-led regeneration and community run services • Consent to enhanced disclosure under the Protection of Children Act 1989 	<p>E</p> <p>E</p> <p>E</p>
<p>5. Qualifications</p> <ul style="list-style-type: none"> • Degree level or similar qualification 	<p>E</p>

THREE CORNERS CENTRE

TERMS AND CONDITIONS OF SERVICE

1. This is a temporary position in the first instance funded to March 2011.
2. Your usual working week will be Monday to Friday, 35 hours per week. Evening and weekend work will be required.
3. Salary will be up to £42,500 and there will be a 6% pension contribution.
4. Leave entitlement will be 25 days plus bank holidays.
5. Location: the post will be located in the Three Corners Centre, Northampton Road, London EC1R OHU.
6. The post will be subject to a 6 month probationary period.

Application Procedure

Making an application

If you wish to apply for this post please submit a Curriculum Vitae together with a supporting statement of no less than 2 sides of A4 (standard size font) explaining why you are suitable for the position and giving examples of how you meet the job criteria as set out within the Person Specification. Please refer to the job description and person specification which sets out the skills, knowledge and experience required to carry out the role. It is these requirements that will form the basis of the short listing and interview processes. Please include details of 2 referees that can be approached for references – one of whom should preferably be your current or most recent employer. Please inform us whether or not your referees can be approached prior to interview.

Please either email or post your CV and supporting statement together with your equal opportunities monitoring form to Melanie Aust at

Email: maust@ec1newdeal.com

Post: Melanie Aust, Development Manager, Three Corners Centre, 90 Central Street, London EC1V 8AJ

Closing date: 17.00 hours on Monday 20th July 2009

If you have any queries on the application process please contact Melanie Aust on 07960 967022. You will receive confirmation of receipt of your application.

Decisions on short-listing

Short-listing will take place in the week after the closing date for applications. We will contact you with the outcome of your application in the week commencing 17th July 2009 whether you have been short-listed or not.

The interview

The selection process will consist of two stages. The first stage will be in London on Monday 27th July 2009. This will include an interview with a panel comprising of Board Trustees, Islington Council officer, EC1 NDC and the Development Manager for the Trust. Times of interviews will be provided to short-listed candidates.

Second stage interviews will be held with young people on Tuesday 28th July 2009. Decisions will be reached on appointment of a successful candidate on completion of this second interview and all candidates will be informed of the outcome whether they have been successful or not.

Offer of appointment

Any offer of appointment is subject to the receipt of satisfactory references. Full terms and conditions of employment will be supplied to the appointed candidate. Thank you for your interest in working with Three Corners Trust and we look forward to receiving your application.