

## Job Description – Centre & Community Lead

Reporting to: Deputy Managing Director

Hours: 22.5 hours per week, worked flexibly over 4-5 days.

Based: in-person at our Centre in Bishop Auckland, County Durham

Contract: Permanent

Salary: £27,007.50 (pro-rata based on hours worked – actual pay is £16,204.50)

Benefits: Be part of a supportive, inclusive and friendly team, high quality training and supervision, opportunity for increase in salary via career progression within the organisation.

## Purpose

The Centre and Community Lead will oversee the day-to-day management of The COSE, ensuring it remains a welcoming, inclusive and well-run community hub. The post holder will manage the building, facilities and contractors, and lead a small centre operations and admin team made up of autistic adults and adults with a learning disability, supporting them to thrive in their roles.

You will drive high standards across the centre by leading on quality marks such as the Better Health at Work Award and Investors in the Environment, embedding good practice throughout daily operations.

Alongside centre management, the role will lead and grow community-focused projects delivered from The COSE, including our Repair Café, community volunteering initiatives, and the development of a potential community café, helping strengthen local engagement and ensuring The COSE continues to play an active and positive role in the community.

## Main Duties

- Oversee the day-to-day management and smooth running of The COSE community hub.
- Support with the management of building operations, including facilities, contractors, maintenance schedules and compliance.
- Lead, support and supervise the centre operations and admin team, including autistic adults and adults with a learning disability.
- Be the first point of contact and a friendly face for visitors to the centre including new referrals and inform people of Bridge Creative's support offer.
- Allocate daily tasks, provide coaching, and ensure team members are working confidently and safely.
- Maintain a warm, inclusive and community-focused atmosphere within the centre.
- Lead on organisational quality marks such as the Better Health at Work Award and Investors in the Environment, ensuring continuous improvement.
- Develop and implement centre policies, procedures and good practice.
- Oversee room bookings, external hires and community use of the space.

- Coordinate community projects delivered from The COSE, including the Repair Café and volunteering initiatives.
- Lead the development of new community offers, including a potential community café.
- Build strong relationships with the local community, local groups, volunteers and partner organisations.
- Monitor project delivery, collect feedback and report progress to the management team.
- Manage small project budgets and ensure cost-effective use of resources.
- Maintain safe operating practices, including health and safety checks, risk assessments and safeguarding responsibilities.
- Represent The COSE at community events and meetings where required.
- Undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
- Promote and incorporate Bridge Creative's mission, vision, aims and values through your work, including at events, talks, and meetings, and within the workplace, to increase awareness and develop the reputation of the organisation.

## **Experience, Knowledge, Qualifications and Skills**

- At least 2 years' experience in a similar role.
- A sound understanding of the social model of disability.
- A passion for community work and motivating people to reach their potential.
- Knowledge and understanding of working with autistic adults and adults with a learning disability.
- Access to your own vehicle and a full clean UK Driver's license.

## **Personal Characteristics**

- Have excellent communication skills, be able to use a range of communication methods to effectively communicate with people of all abilities.
- A friendly attitude, outgoing, and able to motivate people.
- A creative-thinker, able to think outside of the box to support people and generate ideas for new projects and services that meet the needs of those we support.
- Be a team player but also be able to work independently.
- Have a pro-active approach to work.
- Have good moral principles in line with the values of Bridge Creative.
- Have excellent organisational skills including being able to prioritise daily tasks.
- Be able to think on your feet to react positively and efficiently to difficult situations and challenges.
- Be solution-focused, always maintain a 'can-do' attitude - thinking of the ability rather than disability.
- Be passionate about the role.
- Demonstrate a commitment to equality and respect for diversity.

## **Health and Safety**

In carrying out the tasks in this job description, it is your duty to take reasonable care for the health and safety of yourself, and of others. This includes understanding the hazards in the workplace, complying with health and safety rules and procedures, and ensuring that anything you do, or fail to do, never puts yourself or others at risk. This includes maintaining a safe and secure environment for the people we support.

## **Flexibility**

There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation. This may involve flexible hours with occasional evening and weekend work.

## **How to apply**

To apply for this position, please send a CV and covering letter to [execassistant@bridgecreative.org](mailto:execassistant@bridgecreative.org) no later than 5pm on Thursday 11<sup>th</sup> December 2025 . We will consider applications as we receive them and may close applications early if we receive enough strong applications for the role.