

TEMPORARY CENTRE MANAGER

Ocean Road Centre

3-month fixed-term contract

Hours: Full time or Part time

Salary: Salary negotiable

Location: Ocean Road Centre, South Shields, Tyne and Wear, NE332DW

Start date: TBC at Interview

Application closing date: 26-08-26



Could you help lead Ocean Road Centre through its next three months?

Ocean Road Centre is looking for an experienced and confident Temporary Centre Manager to provide operational leadership during a period of transition.

This is a hands-on management role for someone who can come into a busy community environment, quickly understand how things work and ensure the Centre continues to operate safely, effectively and efficiently.

You'll take responsibility for the day-to-day management of the Centre, providing leadership to staff and overseeing finance, premises, room hire, administration, health and safety and safeguarding.

We need an experienced manager who can stabilise, manage, prioritise and improve, while helping the Board identify what needs to happen next.

What you'll be doing

You'll be responsible for:

- Day-to-day management of the Centre.
- Leading and supporting Centre staff.
- Maintaining effective financial controls and budget oversight.
- Overseeing premises, maintenance and contractors.
- Ensuring health and safety and safeguarding requirements are met.
- Overseeing room hire, bookings and Centre utilisation.
- Maintaining relationships with community groups, hirers and partners.
- Identifying opportunities to improve operational systems and delegation.
- Providing clear operational and financial information to Trustees.
- Ensuring an effective handover at the end of the three-month appointment.

Some evening and weekend working will be required, currently approximately one evening per week and one Saturday per month.

Who we're looking for

You'll be an experienced manager who is comfortable working in a busy environment where no two days are quite the same.

You'll need:

- Strong operational management experience.
- Experience of managing staff.
- Good financial and budget-management skills.
- Excellent organisational and problem-solving skills.
- Confidence making day-to-day management decisions.
- An understanding of health and safety and safeguarding.
- Strong communication and relationship-building skills.
- The ability to work effectively with a Board of Trustees.

Experience of managing a community centre, charity, voluntary organisation or multi-use building would be particularly useful.

Most importantly, we're looking for someone who can hit the ground running, provide calm and effective leadership and help ensure Ocean Road Centre is in a strong and stable position for its next chapter.

How to Apply

Please send your CV and a short supporting statement explaining:

- Why you are interested in the temporary role.
- Your relevant management experience.
- An example of where you have managed a busy organisation, service or community facility.
- Your availability to start.

Closing date: 26-08-26

Interview date: TBC

Contact: Audrey McMillan: audreyoceanroad@gmail.com

Ocean Road Centre is committed to equality, diversity and inclusion and welcomes applications from people from all backgrounds.