Centre/Business Manager

The Emily Davison Centre is based in Hyndburn in East Lancashire and is home to 4 charities who deliver support services to victims of abuse, exploitation and/or violence.

1. There are 31 staff members in the centre providing support to over 10,000 victims of abuse annually. The EDC is keen to share the centre as a model of innovative and best practice across the country.
2. EDC is seeking a Centre and Business Manager to run building facilities and outdoor space and to ensure appropriate, safely, and sustainably managed space for use by community and visitors alongside the development of social enterprise activities.
3. The Domestic Abuse sector has been impacted by austerity, the pandemic and subsequent public sector cuts. The services in the centre want to move towards a more sustainable funding model that prioritises the development of social enterprise activities. The centre manager will lead on the development if social enterprise activities.

We are looking for someone who knows the charity sector but who also has a background in business administration. Experience of applying for successful funding and commissions is advantageous.

We can offer you a work environment that is supportive, fast paced with some of the most incredible and brilliant human beings on the planet. Our ambition is to ensure that victims of abuse get the very best support services possible, we are all about quality.

**Location:**Accrington, Lancashire

**Hours:**36.5

**Length of contract:**2 years initially

**Salary:** £28,000 – £30,000 dependent on experience and if apprenticeship route taken up.

**Pension:** 8% pension contribution

**Closing date:** Monday the 24th of October 5pm

**Interviews:**w/c 31st of October

**Opportunities:** There is an opportunity to undertake a Level 7 PG diploma in Business Administration with this role. <https://www.uclan.ac.uk/degree-apprenticeships/courses/business-administration-pgdip>

Please read the job description and person specification before applying. To apply please complete the application form.

Applicants will be shortlisted according to how well they meet the criteria in the person specification.  Please answer the questions on the application form to the best of your ability. If you have been shortlisted for interview, you will be informed by email. Regrettably, we are normally unable to acknowledge unsuccessful applicants.

Women only need apply under schedule 9 (Part 1) of the Equality Act 2010.

“**We reserve the right to close this vacancy early if we receive sufficient applications for the role. We therefore encourage you to please submit your application as early as possible”.**

**The Emily Davison Centre is committed to quality, equality and valuing diversity.**

The EDC is a trans inclusive employer.

Applications are particularly welcome from black and minoritised women.

We are a Disability Confident employer: we guarantee to interview all disabled applicants who meet the minimum criteria for vacancies. For an informal chat about your needs or to receive the application pack in another format, please email business@emilydavisoncentre.com

Registered charity no: 1163951