



Deputy Manager (Operations Lead)

Hours: 21 hours per week

Salary: £29,592 FTE Pro Rata (£16,571 actual) **Contract:** Permanent

Application Deadline: 27th June 2025

Are you an organised and proactive leader with a passion for community spaces? Do you have experience in **operations, facilities management, and team coordination**? If so, we'd love to hear from you!

About Us

St John's Centre is a thriving community hub, providing a welcoming and safe space for learning, support, and connection. The Centre has served the community for many years.

About the Role

As **Deputy Manager (Operations Lead)**, you'll play a key role in keeping the Centre running smoothly. You'll oversee **building management, facilities, and a small team**, ensuring everything is safe, efficient, and welcoming. You'll also collaborate with the **Deputy Manager (Learning, Skills & Fundraising)** to balance community usage with income generation and financial sustainability.

Additionally, you'll support the **Charity Manager** with governance, compliance, and strategic planning—stepping in to deputise when needed.

The post requires a DBS and criminal records declaration.

Apply Now

For more details and to apply, go to www.stjohnscentre.org/get-involved/job-vacancies/ or scan the QR code

Please return the application form to christine.aspinall@stjohnscentre.org

By midnight on Friday 27th June 2025

We welcome applicants from all backgrounds and are committed to diversity and inclusion.

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Email: info@stjohnscentre.org
Website: www.stjohnscentre.org



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