



Centre Manager

Salary: FTE £40K

Full time: Five days / 35 hours per week

Location: Milton Keynes

Start date: ASAP

Ride High is a registered charity working with Milton Keynes' most vulnerable and disadvantaged children. Using horses and an associated educational programme the charity supports 120 children every week for a period of 12-36 weeks, helping to transform their lives.

We are looking for a dedicated and experienced Centre Manager to lead the team and make a significant impact on the lives of vulnerable children in Milton Keynes. With overall management responsibility of the centre, its staff, and volunteers, the Centre Manager ensures the safe and effective delivery of services. You must have demonstrable experience of managing internal and external relationships, line managing teams and possess excellent planning and organisational skills coupled with the ability to manage multiple priorities.

The charity has exciting plans for growth and it's therefore a great time to join us. So, if you are an experienced manager of young people's services who is passionate about improving outcomes for children and keen to make a real difference apply today.

Key responsibilities:

- Staff resourcing and line management
- Operational planning
- Overall risk management
- The efficient and safe operation of the centre, it's environment and infrastructure; to include:
 - the development and review of and compliance with policies and procedures
 - health and safety
 - risk assessment
 - designated safeguarding lead
 - GDPR compliance.
- Volunteer management
- Management, evaluation and outcome reporting
- Oversight of IT and CRM systems
- Overseeing managers to provide:
 - Children's activities to be delivered against agreed well-being outcomes
 - Commercial revenue through the commissioning of paid for services.
- Volunteer recruitment (including induction and safeguarding training) ongoing management to provide adequate support
- Stakeholder management
- Direct delivery of children's session when cover is required

- Maintain a nurturing environment for staff and Ride High members.

Required experience and skills

- Educated to degree level in a related field
- A minimum of 5 years' experience of supporting vulnerable children and their families
- An inspiring leader with a minimum of 3 years' experience in a managerial role, preferably in a similar setting
- Experience of working in the charity sector would be of benefit
- Experience with horses would be beneficial
- Proficiency with relevant technology, including Microsoft Office 365 and database systems
- Excellent interpersonal skills, including the capacity to listen to, work with and influence stakeholders
- Excellent communication skills with the confidence and ability to clearly convey meaning to internal and external partners
- Good organisational, time management and problem-solving skills
- Commitment to improving outcomes for young people and a passionate belief in the charity's work
- Confident, highly motivated and enthusiastic
- Positive, supportive and collaborative
- Valid driving license and access to a car.

Diversity and Inclusion:

Ride High is committed to building a workforce that is as diverse as the young people that live in the communities we support. We particularly welcome candidates with lived experiences from Black, Asian, and ethnic minority backgrounds.

Safer Recruitment:

This role is subject to safer recruitment checks. Therefore, satisfactory pre-employment checks and an enhanced DBS are required for this role.

Working Conditions:

- **Hours:** Full-time, including evenings and occasional weekends.
- **Environment:** Office and centre environment, with occasional travel required.

How to apply

To apply please submit your CV and covering letter outlining how you meet the requirements of the role to Jayne Clent at centremanager@ridehigh.org by 5PM on Friday 6th September.