



## **We are recruiting a General Manager**

HWA is our residents' association with several roles at the heart of our community. It is an incorporated charity with over 500 members and a turnover of about £100,000. It has a general remit to promote the benefits of living in Hadley Wood protecting our environment and coordinating with other community organisations. With objects including education, sports and leisure, it is responsible for the Hadley Wood Centre and the 27 acres of Grounds leased from Enfield Council. We keep this green space for our community and our Centre for shared users (tennis, preschool, dance, bridge) and Hall hire activities.

HWA is run by our volunteer committee members and Trustees. We have a part time Centre Manager, but there is a lot to cover and opportunities we would like to take. We are now seeking some additional [paid / part-time] support to assist the Trustees manage better. The role and responsibilities can be adapted to the strengths and interests of the individual.

Come and join a committed team involved at the core of our lovely Hadley Wood.

**Role: General Manager of the Association**

**Salary: Depending on experience**

**Hours: Part-time - 15-20 hours per week (to be agreed)**

**Responsibilities: To include, but not limited to, within the team:**

**Membership admin, benefits and new members.**

**Management of the Centre & Grounds and Centre Manager**

**Management of the Centre upgrade plans**

**Company Secretariat for Trustee Meetings, running Action List**

**Risk Management and Compliance (incl. Health and Safety)**

**Planning support (as required)**

**Financial Management**

**Marketing, Communications and Event**

**Experience & Skills required:**

**Microsoft Office - Intermediate**

**Knowledge of health & safety in the workplace**

**Office and People Management**

**Accounting / Finance (not essential but helpful)**

**Knowledge of the local area**

Please apply to [robert.wilson.consult@gmail.com](mailto:robert.wilson.consult@gmail.com) with your cv and a covering letter, setting out why you would like to be considered for this role.

**Closing date extended to Monday 1st July 2022**