



Job Information: Centre Manager

Background:

The Salthouse is a hub for personal, professional and business development in the picturesque village of Nunney, near Frome, in Somerset. We offer a welcoming, engaging space for people to come together to work, share, learn, be creative and grow. We help businesses to develop through shared office/workspace, networking events, meeting space and training courses, and we hold workshops, courses and wellbeing services to support and promote personal development and growth.

The building itself has a shared open plan serviced office where small businesses can rent desk space and be part of a small business community, a meeting room which can be hired for training, workshops, meetings, and classes, and a peaceful treatment and consulting room which is used by complementary therapists, counsellors or coaches for treatments and sessions, and for small group meetings.

We also run programme of events for business development, personal development, and wellbeing including courses and workshops (such as creative thinking, presentation skills, assertiveness, and communication skills), women's networking groups, wellbeing classes such as yoga and Qigong, evening talks with local writers and business leaders, weekend wellbeing days and lots more. You can find out more about the Salthouse at www.the-salthouse.co.uk

The Salthouse opened in November 2011 and is managed by Nicki Davey, who also runs a training business from the premises. We are now at the point where we need additional help to promote and develop the Salthouse, and so we're looking for an inspiring, enthusiastic, visionary person who can help us take the Salthouse to the next stage of growth. If you think this might be you – please read on.

What the job will involve

The main purpose of the Centre Manager role will be to raise the profile of the Salthouse, bring more people through the doors, and build a sense of community among the people who visit and work here. This will involve:

- Attending local business networking events to represent and promote the Salthouse and to build relationships with other local business people.
- Organising events and activities at the Salthouse which will be of interest and value to local businesses and the local community.
- Being the “face” of the Salthouse and getting out and about telling people about what we do here and how they can get involved.

- Building an on-line community and creating a “buzz” about the Salthouse using social media.
- Building relationships with individuals, businesses, and the local community.
- Maintaining and expanding our database of contacts.
- Staying in touch with our contacts through creating and sending regular email newsletters and using social media.
- Updating the website, and creating posters and other promotional materials.
- Welcoming prospective clients, showing them round the Salthouse, and discussing what we offer and how we can help them.
- Helping to set up meeting rooms as required by clients who are hiring them for events.
- Welcoming visitors to the centre and creating a warm and friendly vibe.
- Staying in touch with users of the centre to make sure we meet their needs.
- Liaising with Maggie, our administrator, to make sure she has the information she needs to handle invoices, payments, and other administrative processes.
- Taking part in networking and promotional events at the Salthouse.
- Identifying ways to improve what we do and what we offer to users or prospective users of the Salthouse.

The ideal person

We’re looking for a great networker, brilliant organiser, excellent communicator and general all-round lovely person - someone who is self-motivated and enthusiastic, who loves meeting people and building relationships, and wants to work flexible hours, starting small at first but gradually building up the role and the hours over time. If this sounds like you, you’ll also need to:

- Understand what we’re about here, and be committed to our values and principles.
- Have a cheerful, welcoming, friendly disposition.
- Love meeting, finding out about, and building relationships with people.
- Be able to communicate really clearly and warmly with people, whether it’s in writing, on-line, on the phone or face-to-face.
- Be able to motivate yourself and use your own initiative to come up with ideas and solutions and put them into place.
- Work creatively to find new, innovative solutions and ways of working.
- Be confident and competent at using Linked In, Facebook, Twitter, and other relevant social media.
- Be creative and able to design attractive, engaging posters, flyers and other promotional materials
- Be good at planning and organising a variety of different types of events.
- Pay attention to detail and deliver high standards and quality in your work.
- Be confident about negotiating and agreeing terms and conditions with prospective users of the centre.
- Be able to work flexibly in order to give the best possible service to our customers

What you'll get:

Initially, the pay is **£10/hour** plus **20% commission** on any income you generate, so the more successful you are in the role, the more money you'll earn.

We envisage that you will work for around 25-30 hours a month initially, but these hours will increase as you generate more business and the job grows. We'll discuss and negotiate appropriate hours, pay and conditions as things develop, with the aim of agreeing on arrangements that work both for you and for us.

You'll be able to work flexible hours to fit around family or other commitments, although there will be a requirement to be available at specific times for networking or other events, either at the Salthouse or elsewhere.

You'll get lots of free biscuits!

You get to work in a peaceful, beautiful rural environment which is great for promoting both wellbeing and creativity.

You'll have the opportunity to shape the way in which the Salthouse develops, and to play a fundamental role in the growth of the business, and you'll develop valuable business skills in the process.

You'll meet and work with all sorts of amazing and interesting people including business owners, complementary therapists, trainers, and local people.

You'll get plenty of development and training opportunities through attending and participating workshops, courses and talks, both at the Salthouse and externally.

Our vision is that with the right person in post, the Salthouse will grow and develop, and more opportunities will therefore become available to you. How big the job becomes and what direction it goes in will very much depend on you, and we'll discuss and agree this with you on an ongoing basis if you get the job.

If you are interested in this opportunity, or would like to find out more, ring Nicki Davey on 01373 837333 or email nicki@salt-box.co.uk and we can arrange an informal meeting for you to visit the Salthouse, meet Nicki and find out more about the Salthouse and about this job.

Formal interviews will take place during late April/early May

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