



JAMES WEST COMMUNITY CENTRE MANAGER: 2 POSTS

Are you our next Community Centre Manager? Make a difference in your community and join Hailsham Town Council! We're looking for **two organised, friendly, and proactive people** to help manage the James West Community Centre across the week and weekend. If you enjoy variety, community engagement, and working as part of a supportive team, we'd love to hear from you.

Place of Work: James West Community Centre, Brunel Drive, Hailsham

Salary: SCP (13–16) £29,064 – £30,518 – pro rata for part time hours

30-hour post: Monday – Friday, with some weekend and evening cover

10-hour post: Evenings and weekends, with some weekday day cover

The two posts will work **collaboratively and flexibly** to ensure smooth management of the Centre **seven days a week**.

Closing Date: 12pm, Monday 16th February

Interview Date: Tuesday 25th February 2026

About the Centre

The James West Community Centre is a valued community hub maintained by Hailsham Town Council. It includes: A bright and spacious main hall, two meeting room with modern kitchen facilities. The Centre hosts a wide range of activities including: Social clubs • Sports and games • Dance and fitness classes • Pre-school groups • Craft and hobby groups • After-school clubs • Family functions • Fundraisers • Business meetings • Public consultations • Community events.

About the Roles: To manage the day-to-day operation of the James West Community Centre, including bookings management, providing excellent customer services to new and regular Centre users, cleaning, security of the building, and maintenance and stock checks.

Why Join Us? Make an Impact: Help shape the ongoing success of a thriving community facility. **Supportive Team Culture:** Join a motivated and dedicated team that values collaboration and communication. **Rewarding Work:** Every day brings new people, new activities, and opportunities to support your community.

How to Apply: For a full Job Description and Application Form, please contact:

enquiries@hailsham-tc.gov.uk 01323 841702 or visit:

<https://www.hailsham-tc.gov.uk/town-council/staff-member-vacancies/>