



Candidate Pack

Dear Candidate,

Thank you for your interest in The Woodhouse Centre and the role of Manager. The Trustees believe that, for someone with the right combination of experience, creativity, and passion for helping others, this is a unique opportunity to make a difference in our organisation and the local community we exist to serve.

This vacancy is a result of the current Manager's decision to retire at the end of March 2022. The role is critical to the day-to-day operation as well as shaping our long-term plans, so we're searching for a candidate who'll meet the needs of the Board, our staff and volunteers, and most importantly the current and future users of the charity in our community.

Please read through this pack which explains the selection process and timeline, as well as some tips and background information which may help you prepare your application. If you have any questions please contact chris.sutehall@btinternet.com

Thank you!

Resources & Tips for Applicants

1. Read this pack, and all information supplied carefully. The job description describes both day-to-day tasks, but also the 'big picture' activities the Manager will need to balance. The pack is available in both 'word' and 'pdf' formats (on our website) for your convenience.
2. Take a look at our website, for more info & photos <https://thewoodhousecentre.org.uk/>
3. Look us up at The Charity Commission (formal objectives, financial accounts, etc.) <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/262608>
4. You may like to visit the Centre to get a better idea of what we do. Call ahead, or drop in Monday - Thursday, 09:30 - 12:30. (Phone & address are on our website)
5. Read more about the Men In Sheds 'movement' in the UK <https://menssheds.org.uk/>
6. Prepare your CV and complete the application form at the end of this pack.
 - o Ensure your contact details are correct!
 - o Please highlight similar experience or transferable skills in your personal statement (part of the application form)
 - o Tell us about any needs or arrangements you'd like us to consider in case you are invited to interview
 - o Include references - we will not contact your referees unless you are a finalist, and not without first letting you know
7. Send your CV + Application Form via email to chris.sutehall@btinternet.com before the end of Tuesday, 30 November 2021.



Charity Information & Trustees' Priorities

The Woodhouse Centre began in 1971 as a facility in which local people could come together to work on purposeful activities together - in order to connect with and meet others, to learn to do work with their hands, and produce hand-made objects and crafts. Of course, 50 years ago the language they used was different, and those participating were actually paid for their work. Today our emphasis is on social interaction - both in general, and in relation to crafts and working together to produce hand-made items. The Centre now includes a 'Men In Sheds' wood-working shop equipped with an array of power and hand tools, where wooden products are made - including popular bird boxes, bird feeding tables, and hedgehog boxes.

Our members are predominantly retired or out-of-work adults, with a range of backgrounds, experience, and abilities. They meet in The Centre or the Shed during opening times (4-5 mornings each week), working independently or together on craft or hand-made projects. Many projects are chosen by members themselves, but we also have volunteer-led or guided projects - especially those we know result in products that can be sold in craft sales. We have a few members with upholstery or chair-caning experience, and they work on refurbishment commissions taken in by the Centre or repairing furniture that has been donated and which we later sell. The Shed takes on occasional commissions or repairs, too - depending on the capability of the members working there. We've begun to experiment with craft workshops, hosted by volunteers or local craftspeople, to introduce new crafts and skills to our members and the public.

The charity raises funds through a combination of local grants, donors, and fund-raising events and sales. We hire out the main Centre to local groups for meetings and activities, in order to get more use out of the facility in the afternoons and evenings, and this earns a modest income. The community is generous with donations and contributions leading to sales or commissions.

The impact of the pandemic has reminded us all how important community and connection are to everyone - for interaction, enjoyment, and wellbeing. Together, staff, volunteers and members create an atmosphere of friendly companionship, and offer support and interaction with a purpose: creating hand-made goods. While we neither expect to 'make a profit' off sales of goods, nor expect members to 'produce' or deliver specific items, we value the "lift" a maker experiences when their products are sold to appreciative members of the public!

We are a fairly new Board of Trustees, and our "fresh eyes" can see possibilities for expanding the reach and impact of the charity's purpose, without upsetting the atmosphere of friendly camaraderie. We'd like to **grow the membership**, attract people from more diverse walks of life, and of different ages and abilities. We'd like to **diversify the crafts & activities on offer** and grow our ability to **teach new crafts & activities**, adapting them for all abilities and experience. We want to **develop and grow our volunteer force**, tapping into local talent to help extend the impact we can have. And, as is necessary for all charities, we want to develop our experience in **fund-raising and identifying new income streams**. We're just beginning to work with the Manager and the team to nudge changes in these areas, but now she's retiring, we're looking for someone who'd like to work with us and bring ideas of their own to further the work that The Woodhouse Centre and Men In Sheds has become known for.



JOB DESCRIPTION (page 1 of 3)

Job Title:	Manager
Pay & benefits:	Salary: £15,000-18,000 (depending on experience) Pension scheme. Other benefits include flexible working, car parking space.
Hours & days:	20 hours/week (days & times flexible, to be agreed) (For information, and not directly connected to the contractual hours: The Centre is open Monday-Thursday 0930-1230, although the ambition is to extend opening hours.)
Holidays:	Six weeks' annual leave, of which 2 weeks must be taken at Christmas. Plus 8 UK (English) Bank Holidays (38 days pro rata)
Contract term:	Permanent, part-time Subject to 6-month probationary period
Location:	The Woodhouse Centre, Hoskins Road, Oxted Other locations as appropriate (e.g. trips and outings); role requires occasional travel and attendance at events such as fundraising or promotion of the Charity's activities. Remote or home-working for part of the time is possible.
Reports to:	Board of Trustees (nominated Trustee line manager)
Manages:	Assistant Manager Volunteers (10-12, or as required)

About The Woodhouse Centre

The Woodhouse Centre is a workshop for people living in Oxted and surrounding areas, where men and women participate in a variety of handicraft and woodworking activities. The Centre's cheerful and busy environment inspires creativity, enables productivity, and encourages social companionship.

Members are often retirees or other adults who are not in full-time employment, so the Centre provides purposeful and rewarding work, in a social environment. Products and repaired items are offered for sale to the public, or are prepared in response to specific commissions, raising funds for the Centre.

The Centre includes a 'Men in Sheds' which offers men and women the chance to learn woodwork and use the tools and resources to work on projects at their own pace and in a friendly and inclusive venue.

The Centre is located in Oxted (next to the leisure centre, behind Morrisons), and is open four mornings each week: Mondays – Thursdays, 09.30 – 12.30, while the Men in Sheds is also open on Friday mornings.

Job Purpose

The Manager is responsible for ensuring the day-to-day running of The Woodhouse Centre and Men in Sheds, and for ensuring it provides a welcoming, safe and stimulating environment for its members. To achieve this, they coordinate the contributions of employees and volunteers combining them with their own warmth and enthusiasm. Further, the Manager will contribute to the future development of the charity by imaginatively and proactively seeking new creative opportunities or work commissions for the members, and ensuring the



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completion of such tasks. Proactive communication with all stakeholders is key – including Trustees, Employees, Volunteers, Members, sponsors and donors, other organisations and the local community.

Main Responsibilities

Day-to-day operational running of the Centre and Shed

- Create a safe and welcoming environment, making the health and wellbeing of Members, Staff, Volunteers, and Visitors a priority.
- Actively seek and encourage potential new Members; support the introduction of new Members.
- Recruit, assess, supervise and develop staff and volunteers, building a team responsible for facilitating the activities of the Centre. Delegate or assign tasks, schedule staff or volunteers to activities or events as needed.
- Plan and resource the Centre's annual calendar, events, sales of work, and outings at appropriate times during the year.
- Ensure the charity's policies and procedures are understood and followed by everyone.

Forward and strategic planning

- Develop proposals which progress the Centre's objectives.
- Formulate performance targets, agreeing these with the Board of Trustees.
- Identify and develop opportunities for Work for the Centre. Maintain relationships with organisations which commission paid work.

Fundraising and Promotion

- Promote the Centre, its activities and achievements using local press and media, social media and events locally and in partnership with other organisations as appropriate.
- Identify fundraising opportunities, including obtaining grants where appropriate, opportunities to monetise services.
- Develop partnerships which can support the Centre through commissions, contributions and donations in accordance with the Centre's policies.

Administrative tasks

- Maintain records relating to members, sales, commissions, fundraising and other records as necessary and according to policies and procedures.
- Manage expenditure within agreed parameters and an annual budget as agreed with the Board of Trustees.
- Make regular reports of activity and progress to the Board of Trustees, as requested by the Board. Attend Board of Trustees meetings.
- Other duties and activities as agreed with the Board of Trustees from time to time.



JOB DESCRIPTION (page 3 of 3)

Person Specification

The Manager's role requires developing relationships with people from diverse backgrounds, and whose interest in the Woodhouse Centre ranges from users (Members) to employees and volunteers, and to members of the public.

- Creative and ambitious on behalf of the Centre and its objectives, able to devise and recommend new approaches and improvements to ways of working.
- Strong communication and interpersonal skills, and ability to demonstrate compassion and empathy with a diverse range of people.
- A skilled and highly organized manager, able to direct the activity and contribution of staff and volunteers, whilst ensuring compliance with policies and procedures.
- Able to work independently without supervision, prioritising own workload.
- Able to problem-solve, and make decisions – whether in strategic or tactical scenarios.
- Adept user of personal computing and office technology, including email, social media, online services, document management, spreadsheets and databases.
- Previous experience of working in a similar charity or public sector environment (or other public-facing organization).
- Awareness of procedures and regulation governing charitable organisations is desirable.

Document:	Woodhouse Centre Manager Job Description	Version:	2.5
Author:	Trustees	Updated:	1 Nov 2021



Interview process & dates

Target start date: 15 Mar - 1 Apr 2022

This is a challenging and role, full of variety and opportunity. The Trustees want to give candidates a chance to learn about the role and the charity through the process. The selection process is in 3 stages, as follows, with indicative dates (subject to candidate availability) shown:

Stage 1:

Candidates submit a CV and Application Form which includes a personal statement describing their experience as applies to the role description.

by 30 November, 2021

(unsuccessful candidates notified by 10 Dec, 2021)

Stage 2:

Shortlisted candidates are invited to a competency- & strengths-based interview with a panel of Trustees.

Interviews scheduled for 6 Dec - 10 Dec, 2021

(unsuccessful candidates notified by 21 Dec, 2021)

Stage 3:

Finalists will visit the charity to familiarise themselves with the facility, meet 'members,' volunteers, and staff, observe activities at the Centre. Candidates will present their observations and proposals to a panel in a final interview.

Site visits & interviews scheduled for 3 -14 Jan, 2022

(Provisional offer, subject to references and contract, made by 21 Jan, 2022)

Dates are indicative only; we will make reasonable adjustments to match candidates' needs. Candidates should include availability information on their application.

Selection criteria include:

- Management of staff and/or volunteers, developing a collaborative team of 6 - 15 people
- Experience dealing with public - for instance, in public services or information centre
- Strong communicator, with demonstrable emotional intelligence (sometimes called EQ), able to develop relationships with diverse people and stakeholders
- Strengths in any (or many) of: managing finances to a budget, developing and writing proposals, fundraising, events coordination, understanding and following policies, safeguarding and health/safety assessments
- Creative problem-solver, able to find solutions to new problems as they arise; knowledge of how to support people and organisations through change and transition
- Competent user of general computing software, able to write and file reports, use databases, online and mobile technologies
- Accustomed to working without supervision, performing busy and varied work, requiring decision-making, organisation, energy, and a can-do approach



Final Stage Interview Brief

(Please only begin this task if you are notified that you are a finalist. It is included here for information.)

As a finalist, we want you to start to get to know The Woodhouse Centre and Men In Sheds, and to get a taste for the role of Manager. To achieve this, we expect you to have visited the Centre and the Shed. We will help you arrange a visit - and you can meet one of the Trustees while you're there. If you have visited before, you can choose to skip the visit - but we recommend deciding this once you've reviewed the two tasks we want you to prepare:

1. If you were to take up this role, Manager of The Woodhouse Centre, describe how you would spend your first 2 weeks **and** your first 3-4 months in the role. Tell us what goals you would set for yourself, and how you would go about achieving them. Tips:
 - Be concise - you probably want to describe your goals and plans in about 1-2 pages (written), or 10-15 minutes' presentation.
 - Explain your assumptions - you don't know everything about the Centre at this stage, and we understand that. If you make some guesses, just explain what you've guessed.
 - Describe outcomes - what do you want to achieve - as well as tasks. You could also describe what you won't do / try to tackle in your first few months, too!
 - Be realistic. We know this is a part-time role, and that 'Rome Wasn't Built in a Day' so using your experience and based on what you know about the Centre so far, try to be realistic about what's achievable.
 - Be prepared to answer the panel's questions about your plan.
2. Describe your preliminary observations about the strengths and weaknesses of The Woodhouse Centre and Men In Sheds, and the opportunities to develop and grow the service. Describe the resources or support you think would be required to investigate or deliver on your ideas for the future. Tips:
 - Again, be concise. Limit your response to about 15-20 minutes' presentation. It doesn't have to be in any particular format - you can use an outline, a diagram or two, a written proposal or a presentation 'slide show.'
 - Consider all aspects of the Centre: objectives and purpose, funding sources, people - including members, volunteers, staff, Trustees (!); processes and activities; facilities & materials - anything you notice that you'd like to comment on.
 - Be honest - we can take it! We won't be judging your early observations - rather we're interested in your observational skills, and the way you can articulate future possibilities. We want to know how you assess new situations and apply your experience and creativity.
 - Be prepared to answer the panel's questions about your presentation.



APPLICATION FORM (page 1 of 2)

CONTACT INFORMATION	
Your full name:	
Mobile / phone number:	
Email address:	
Best way / times to contact you?	
ELIGIBILITY & AVAILABILITY TO WORK	
Are you 18 years or older?	
Do you have the right to work in the UK? (You're a citizen or you have a work permit?)	
INTERVIEW ARRANGEMENTS & AVAILABILITY	
If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process (described at the end of this document).	
Are there any dates or times when you are NOT available for an interview?	
When are you available to start work, if selected?	
REFERENCES – we will not contact your references without discussing with you first.	
Reference 1 – how do you know this person?	
Name:	
Title:	
Email:	
Phone or mobile:	
Reference 2 – how do you know this person?	
Name:	
Title:	
Email:	
Phone or mobile:	



APPLICATION FORM (page 2 of 2)

What attracts you to this job, and our organisation? Why do you want to work here, and why should we select you to join our team? (No more than 1,000 words or about 1 page, please.)

DECLARATION:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signed (or type your name):	
Date of application:	

Please submit this form along with your CV via email to: chris.sutehall@btinternet.com
This form is available as a word doc on our website <http://www.thewoodhousecentre.org.uk/>