

VACANCY – LENDING SPACE MANAGER

Part Time – 20 hours per week

(Must be available Tuesdays, with flexible hours throughout the rest of the week, including the occasional Saturday morning.)

Location: Stanstead Abbots, with hybrid working and countywide responsibilities

Salary: £26,000 Full Time Equivalent (£13,867 pro rata)

About SPACE

SPACE is a Hertfordshire-based charity empowering and supporting families with neurodivergent children and young people, including those who are Autistic and/or have Attention Deficit Hyperactivity Disorder (ADHD) or related conditions.

About the Role

We are seeking a proactive and compassionate professional to manage our Lending SPACE community hub. This vital resource offers families access to equipment, tools, and resources that empower them to support neurodivergent children and young people.

The ideal candidate will have the vision and drive to develop Lending SPACE to meet the growing needs of our community. You will work collaboratively with staff, volunteers, and external partners to ensure its smooth running and further development.

As part of the role you will have line management responsibility for Lending SPACE staff and volunteers, overseeing their work, providing support and nurturing a positive environment.

Key Responsibilities

1. Leadership and Line Management
 - Line manage Lending SPACE staff and volunteers including conducting inductions, training and performance reviews.
 - Ensure team members are supported and equipped to deliver high-quality services.
 - Work with Senior Management Team to budget, plan and implement.
2. Day-to-Day Operations:
 - Oversee the smooth running of Lending SPACE, including managing bookings, collections, deliveries, and orders.
 - Manage the rota to ensure adequate staff and volunteer coverage.
 - Oversee user registrations
 - Build and maintain the database catalogue.
3. Resource Development:
 - Manage and expand the equipment stock profile based on family needs.
 - Collaborate with schools, settings, and community groups to promote Lending SPACE and host satellite sessions.
4. Reporting and Impact:
 - Collect and analyse data for monthly reports on members and usage (training provided).
 - Attend external meetings with Hertfordshire County Council and funders, sharing impact reports and insights.
5. Collaboration and Promotion:

- Work with the Marketing and Communications Team to raise awareness and increase usage of Lending SPACE.
- Liaise with other SPACE teams, especially Family Support, to ensure seamless service delivery.
- 6. Safeguarding and Health and Safety:
 - Oversee safeguarding practices and report concerns to the Senior Leadership Team (training provided)
 - Complete relevant risk assessments to ensure the safe running of Lending SPACE (training provided).
- 7. Other Duties:
 - Undertake additional tasks related to the role as required.

About You

We are looking for someone who:

- Is highly organised with excellent planning and prioritisation skills.
- Has strong communication skills, both written and verbal.
- Is proficient in Microsoft Office and Google Suite, and willing to learn new software.
- Is self-motivated, capable of working independently, and as a collaborative team member.
- Has a good understanding of special educational needs and disabilities.
- Holds a clean driving license
- Is comfortable driving a van or minibus (desirable but not essential).

Why Join SPACE?

- Flexible working arrangements to support work-life balance.
- Opportunity to make a meaningful impact on neurodivergent families across Hertfordshire.
- Training and development opportunities, including safeguarding and risk management.
- A supportive and inclusive team environment that values diversity.

How to Apply

If this role interests you, please complete the application form and send it along with a copy of your CV to admin@spaceherts.org.uk. You can download the application form here:

<https://spaceherts.org.uk/2024/11/22/new-vacancy-lending-space-manager/>

If you require the job description or application form in an alternative format, please let us know. Adjustments to the application process can also be arranged upon request.

If you have any questions please email admin@spaceherts.org.uk

SPACE is committed to inclusion

We welcome applicants from all backgrounds, including those with lived experience of neurodiversity. Our recruitment process is designed to be inclusive, with reasonable adjustments available at every stage.

Closing Date

10 December 2024

SPACE is committed to safeguarding vulnerable children and young people. All appointments are subject to receipt of a satisfactory Enhanced Disclosure and Barring Service Disclosure.