

# Hornsey Lane Estate Community Association

Hornsey Lane Estate Community Centre & Nursery  
Hazellville Road, London, N19 3YJ

**Community Centre**  
020 7272 5938

**Nursery**  
020 7263 4320

**E-mail**  
[Irene@hleca.org.uk](mailto:Irene@hleca.org.uk)

**Website:**  
[www.hleca.org.uk](http://www.hleca.org.uk)

## Chief Executive Officer

Hornsey Lane Estate Community Centre & Nursery is looking to recruit a Chief Executive Officer.

Salary £41,332 per annum for 35 hours per week full time. Pension and Employees Assistant Programme.

Hornsey Lane Estate Community Centre is recruiting a Chief Executive Officer for its multi-purpose community centre. The community centre provides services and activities to the local community, including a Nursery, Out-of-School Services, Youth Services, Older People's Services and Community Development.

We are looking for a Manager passionate about building and sustaining communities. Candidates must demonstrate excellent leadership and management skills, staff support, be highly motivated and work towards building stronger Communities. You will have extensive knowledge of fundraising for projects, managing budgets and the day-to-day running of a community centre.

- To lead and manage staff and volunteers including support and supervision, recruitment, and other HR-related areas of practice
- To work with the charity's Trustees providing written reports and updates
- Manage the charities' legal obligations such as reporting and updating the charity Commission and Companies House
- Oversee finances, ensuring timely management accounts are prepared
- Good knowledge of Health and safety and managing risks

This is an opportunity to work within a diverse community, build partnerships and work with the community to respond to their needs.

We would like to hear from you if you have 2 or more years of experience at a management level with a good track record of working in a third-sector setting.

Please apply via email to [irene.winter@hleca.org.uk](mailto:irene.winter@hleca.org.uk) or call Irene Winter on 02072725938 or 07377000510.

Hornsey Lane Estate Community Association is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required.

**Expression of interest by 24/05/2024**

**Closing date for applications 03/06/2024**

**Shortlisting commences week commencing 10/06/2024**

**Interviews week commencing 10/06/2024 at Hornsey Lane Estate Community Centre**