



Volunteer Director of Operations

Our Mission:

Strutts Community Centre is more than just a building – it's a vibrant hub where people connect, learn, and thrive.

Housed in a beautiful historic former school, The charity's mission is to preserve this heritage site as a safe, welcoming and accessible community hub for local people, groups and events.

We are run entirely by volunteers who share a passion for community, heritage, and making a difference.

How it works:

Strutts Centre Limited is the trading arm of the Strutts project and supports the ***Guardians of Strutts***, the registered charity that owns and protects the historic Strutts Community Centre building in Belper. Every penny made by the company is reinvested into the centre.

While the ***Guardians of Strutts*** focus on heritage preservation and charitable objectives, ***Strutts Centre Limited*** runs the day-to-day business operations: managing room hires, events, and services that generate income to maintain and improve the building. Together, we are working hard to ensure that this much-loved community asset remains financially sustainable, well-maintained, and full of life.

The Impact You'll Make

As our Volunteer Operations Director you'll be the organisational backbone of Strutts Centre Limited. Your leadership will ensure our operations run smoothly, our volunteers feel supported, and our community users have the best possible experience.

You'll be part of a dedicated team of volunteer directors, each bringing their own expertise to keep Strutts thriving. Together, you'll guide the charity's direction, share ideas, and support one another to make the centre the best it can be. You'll also develop and lead a team of admin and reception volunteers, ensuring they have the training, resources, and encouragement they need to provide a warm welcome and efficient service to everyone who walks through our doors.

What You'll Do

- Oversee and manage all room and facility bookings, ensuring fair and efficient use of the centre's spaces.
- Maintain and update the volunteer rota, making sure every shift is covered and volunteers are supported.
- Liaise with community groups, event organisers, and service providers to confirm bookings and requirements.
- Keep accurate records of bookings, payments (if applicable), and volunteer hours.
- Work closely with the charity's trustees to plan schedules for regular and special events.
- Identify opportunities to improve booking systems and volunteer coordination processes.
- Be a friendly point of contact for enquiries, both in person and via phone/email.
- Report on performance to Strutts Centre Limited and to The Guardians of Strutts.

What You'll Bring

- Strong organisational skills and attention to detail — you enjoy keeping things running like clockwork.
- Confidence using basic office software (e.g., Microsoft Office, Google Workspace) and willingness to learn booking/rota tools.
- Excellent communication skills and a warm, approachable manner.
- Ability to work independently, manage your own time, and prioritise tasks.
- A collaborative spirit and a genuine passion for community work.
- Previous experience in administration, scheduling, or volunteer coordination is helpful but not essential — we value enthusiasm and commitment just as much.

Why You'll Love It Here

- Be part of preserving a unique piece of Belper's heritage.
- Work alongside a friendly, dedicated team of directors, trustees and volunteers who share your commitment.

- Make a tangible difference to the lives of local people.
- Flexible hours to fit around your other commitments.
- The satisfaction of knowing that your skills are helping a community asset thrive

*We welcome applications from people of all backgrounds and experiences.
Diversity strengthens our team and our community.*

Join Us

If you're ready to help us to make a lasting difference, please send a letter of application telling us about your skills and experience, to the Guardians of Strutts at: trustees@gos.strutts.org.uk