



WOLVES
LANE
CENTRE

WOOD GREEN, N22 SEPTEMBER 2026

RECRUITMENT PACK

CENTRE FACILITIES & OPERATIONS
MANAGER



CENTRE FACILITIES & OPERATIONS MANAGER

- Job Title: Centre Facilities & Operations Manager
- Organisation: Wolves Lane Centre
- Reports to: Wolves Lane Consortium Board
- Salary: £36,000 - £40,000 (£45,000-£50,000 FT)
- Location: Wolves Lane Centre, Wood Green, N22 5JD
- Hours: Part time, 4 Days per week (30 hrs per week)
- Contract: 24 month fixed term contract
- Closing Date: 12 October 2026, 23.59

ABOUT THE ROLE

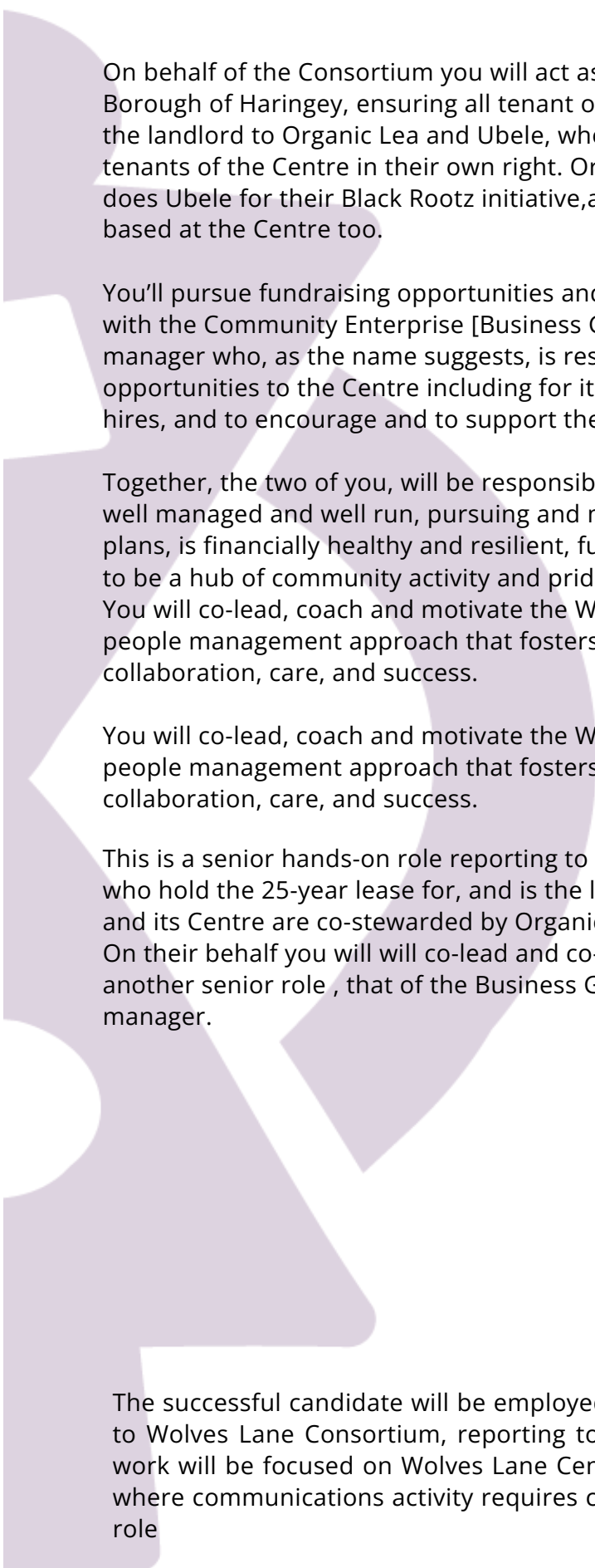
This is a senior hands-on role reporting to the Wolves Lane Consortium board who hold the 25-year lease for, and is the landlord of, the Centre. The Consortium and its Centre are co-stewarded by Organiclea CIC and Ubele CIC.

On their behalf you will co-lead and co-manage the Centre with and alongside another senior role, that of the Business Growth & Enterprise Development manager.

Specifically, your role will be responsible for (a) the day-to-day running of the Centre, ensuring the facilities are fit for their varied purposes – operational and visitor; safe throughout covering all aspects of health & safety for premises and people; attractive and welcoming for all, and (b) overseeing and reporting on operations, performance, governance, and other key hq services.

For the day-to-day running your work will ensure the Centre is community focused; encourages, develops and retains volunteers; provides a sought-after retail and café offer where customers can buy, taste, dwell and learn about Wolves Lane Centre grown produce and plants, its journey to being an exemplar in sustainability, and engage in its education and learning workshops & programmes.

The key hq functions will include regulatory compliance applicable to a horticulture centre and publicly accessible facility; maintenance; people hire; communications and governance in general. This involves leading on £ budget preparation, management and monitoring; risk management; reporting to funders; reporting to the Board on all matters relating to Wolves Lane Consortium as a legal entity, as an employer, as a provider of services to the public, and including audit and financial accounting.



On behalf of the Consortium you will act as tenant to the freeholder, London Borough of Haringey, ensuring all tenant obligations are fulfilled. You will act also as the landlord to Organic Lea and Ubele, who as well as being co-stewards are each tenants of the Centre in their own right. Organic Lea rents growing space, as too does Ubele for their Black Rootz initiative, and Ubele's office headquarters are based at the Centre too.

You'll pursue fundraising opportunities and in so doing work closely and in tandem with the Community Enterprise [Business Growth & Enterprise Development] manager who, as the name suggests, is responsible for generating new business opportunities to the Centre including for its grown produce and plants, and from its hires, and to encourage and to support the development of community enterprise.

Together, the two of you, will be responsible for ensuring that the Centre overall is well managed and well run, pursuing and meets its strategic goals and annual plans, is financially healthy and resilient, fulfils its legal obligations, and continues to be a hub of community activity and pride.

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The successful candidate will be employed by The Ubele Initiative CIC and seconded to Wolves Lane Consortium, reporting to the Operations Manager. The day-to-day work will be focused on Wolves Lane Centre, working closely with Ubele colleagues where communications activity requires coordination or alignment. This is an onsite role



ABOUT WOLVES LANE CENTRE

Wolves Lane Centre is a former council-run plant nursery and community food growing site in the heart of North London. Today it is a multi-use horticultural centre where food growing, learning, enterprise and community life come together. The site is home to a range of growers, programmes, and partners, including Black Rootz, a Ubele project, grounded in social justice, food heritage, and growing practices from across the diaspora.

Our vision is of a thriving, community-rooted food growing and learning space where land, food and people are deeply connected, and where diverse and marginalised communities shape how food is grown, shared, and understood.

Our mission is to grow food using agroecological and ecologically responsible methods, to create accessible pathways into volunteering, learning and land-based work. Using food and growing as a tool for community wellbeing, skill building, and empowerment. We also act as a platform for collaboration between grassroots groups, growers, educators, and enterprises working towards fairer food systems.

ABOUT THE UBELE INITIATIVE

The Ubele Initiative was established in 2014 as an African Diaspora-led intergenerational social enterprise. In 2023 Ubele became a not-for-profit community interest company (CIC).

Our mission is helping to build more sustainable Black and racially minoritised communities across the UK. Over the past few years, we have designed and delivered a wide range of local, regional, national, and international initiatives which seek to create and build community wealth. We do this by pursuing the objectives in our strategy, for which we have recently undertaken a review.

Ubele supports community-led organisations and groups with their community assets (people, organisations, and physical space). We use social action, community enterprise development, participatory learning & skills development, and next-generation leadership initiatives.

You can find further information about us here: www.ubele.org

JOB DESCRIPTION

This is a senior, hands-on role at Wolves Lane Centre, responsible for ensuring that the Centre's facilities, operations, retail and hospitality services are safe, effective, and fit for purpose. This through overseeing the day-to-day running of the site — including its shop, café & kitchen — ensuring it remains a welcoming, functional, and supportive environment for centre based staff, volunteers, visitors, and hirers, while maintaining compliance with all regulatory requirements.

The role is also responsible for the Centre's hq and governance functions of being a limited company, an employer and a lessee of facilities open to the public.

You will work closely with the Centre's other senior management role, that of the Business Growth & Enterprise Development manager to ensure the Centre runs smoothly, balancing operational excellence with strong community engagement and business sustainability. Together you will also develop and deliver a Community Engagement Strategy & Action Plan that amplifies the Centre's reach and supports its mission as a vibrant community hub that actively pursues and promotes its mission and its values

You will be accountable to the Consortium Board through one of its directors or person(s) acting on their behalf, and always act as an ambassador for the Wolves Lane Consortium and Centre, demonstrating the desired values and behaviours, and earning trust and respect in your professionalism, contributions and contributions.

Key Relationships

- Wolves Lane Consortium Board (reporting and strategic input)
- Centre's Business Growth & Enterprise Development manager (co-leadership and co-management of the Centre necessitating close collaboration)
- WLC staff team including volunteers, contractors, suppliers
- Ubele CIC (Consortium co-managing steward and tenants of new office space) and Ubele's Black Rootz initiative (tenants of growing spaces)
- OrganicLea CIC (Consortium co-managing steward and tenants of growing space)
- London Borough of Haringey, funders, like-minded organisations / associations
Resident & community organisations, groups and their members; visitors including hospitality users;

Key Responsibilities

Leadership and Management

- Lead the day-to-day running of the Centre, ensuring operational effectiveness and fostering a positive, collaborative culture
- Support the Board with strategic planning and be accountable to the Board through the reporting of operational and Centre performance.
- Alongside and together with the Business Growth & Enterprise Development manager to deliver the Centre's strategic, business, and annual plans,
- Together with the Business Growth & Enterprise Development manager to co-develop and to co-deliver the implementation of a Community Engagement Strategy & Action Plan that animates the Centre's spaces, strengthens community ties, and attracts diverse audiences.

Facilities, Hospitality & Compliance

- Ensure compliance with all legal and regulatory requirements (including health & safety, food hygiene, safeguarding, licensing, employment law).
- Conduct regular health & safety and hygiene audits, oversee inspections, and ensure risk assessments and procedures are in place and up to date.
- Ensure all the Centre's facilities including indoor and outdoor working spaces, retail spaces, kitchen, new eco-buildings, landscaping, hospitality and communal areas are maintained to good standards, providing a safe and compliant environment for their intended purpose
- Oversee the provision of front-of-house, retail and hospitality services, including kitchen and café operations, ensuring they provide a positive on-site experience for all, and develop to attract, retain and grow footfall and dwell-time
- Manage and oversee all contractors, ensuring value for money and timely, high-quality work.
- Lead on responding to and managing building, facilities, and hospitality-related emergencies.

Experience

- Experience of managing of facilities, operations, and hospitality services in a comparable environment.
- Knowledge of legal and regulatory compliance obligations (e.g., H&S, food hygiene, safeguarding, licensing)
- Experience of recruiting; leading and managing teams; developing, supporting, managing
Risk and Budget management experience including ability to make best use of resources.
- Experience of being accountable to a Board and / or senior management, and of reporting on all aspects of performance and activities

Desirable

- Experience in a horticultural, environmental, or community-focused organisation.
- Knowledge of sustainable facilities and hospitality practices.
- Facilities or Hospitality Management qualifications (e.g., IWFM Level 4+, NEBOSH, IOSH, Food Hygiene Level 3)
- Member of related-professional association

HOW TO APPLY

Please submit your CV and a supporting statement to recruitment@ubele.org. Applications close 12 October 2026, 23.59. Applicants must be legally eligible to work in the UK.

Once we receive your application you will be sent a link to our diversity form which assists us in measuring the diversity within our recruitment processes. This form is voluntary, anonymous and confidential, only accessible by our HR team. The answers you give are in no way linked to your application and cannot be traced to your name.

We can offer:

The Ubele Initiative fosters a caring intergenerational creative and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development.

Ubele encourages professional development as a part of our culture and values. Ubele provides opportunities for training in mental health and first aid, collaboration, and mentorship. Ubele hosts away days, annual retreat, local and international courses, learning sessions and social events.

Support

- Access to Bright Wellbeing 24hr advice line and counselling service.
- Access to Health Assured App
- Access to Bright Safe Health & Safety management software and a variety of training courses.

The Ubele Initiative CIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from underrepresented groups including candidates who are LGBTQ+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds. Please notify us if you require any reasonable adjustments to be made to the recruitment process by sending an email to recruitment@ubele.org with your request.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.

This vacancy may be closed early if sufficient applications have been submitted. It is our policy to review all applications within two weeks of the stated closing date. All candidates will be informed of the outcome of their application.

Thank you for your time and consideration and we look forward to receiving your application.



@ubeleinitiative
<https://ubele.org/>