

Sample Centre Work Plan



Enter Centre Name Here

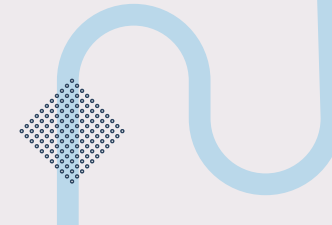
Work Plan (insert year)

WORK PLAN- _____ CENTRE NAME

Objective	Task / Action	Target	Who	Outcomes
COMMUNITY DEVELOPMENT				
<p>To design and deliver programme of events, sessions, classes to suit all members of local community during the different levels of COVID-19 restrictions.</p> <p>To continue online presence and community engagement during COVID-19 level 3-5 restrictions.</p>	<p>Implement a programme of events, sessions, classes to suit all members of the local community.</p> <p>Work with Fingal Community Development and Sports Department to participate and enable them to roll out their _____ plan.</p>	<p>Continue daily social media posts relevant to the local community.</p> <p>Roll out new workshops/courses/ events throughout _____ onsite or virtually.</p>	<p>Who is going to help in carrying out the task, for example the centre Manager, staff, Board, Fingal County Council, etc.</p>	
<p>To provide space to accommodate voluntary, community and social enterprise activities in the centre (e.g., local sports clubs / local groups).</p>	<p>Ensure that the centre is made available to meet the needs of all sections of the centre, while prioritising voluntary and community groups/activities.</p>	<ul style="list-style-type: none"> • Manage room bookings. • Provide staff cover for all opening hours. • Maintain centre to the highest standards. • Develop a training programme for all staff. 		
<p>To provide an annual programme of onsite events, if COVID-19 restrictions allow. Some events may need to be adapted to run online if needed.</p>	<p>Organise Easter / summer / Halloween children's activities</p> <ul style="list-style-type: none"> • Halloween family event, • Christmas family event. 	<p>_____ -</p> <ul style="list-style-type: none"> • Easter activity / competition. • Summer Camp. • Halloween disco / Halloween competition. • Christmas family event. <p>Work with relevant Fingal Department to participate and enable them to roll out their _____ plan.</p>		



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CENTRE MANAGEMENT / OPERATIONS				
To ensure compliance with policies and procedures.	Review and update centre Policies for Board discussion and sign-off.	<ul style="list-style-type: none"> Distribute drafted Policies during the first quarter (Q1) _____ to Board for review for sign-off. 		
To ensure that the centre remains a competitively priced venue for local groups and service providers.	Review rental rates. <ol style="list-style-type: none"> Prepare a cost analysis with other similar centres. Review pricelist to keep in line with competition. Develop a Policy regarding rates. 	<ul style="list-style-type: none"> Review complete by end of Q2. 		
To maximise room space / rental facilities.	Identify gaps in services for _____ many groups may not return to the centres in account of Covid-19. Continue marketing the centre and all activities happening within it. Continue developing Community Programmes within the centre: <ol style="list-style-type: none"> Education & Training Board (ETB) classes. First Step Programmes. Children's camps. Target local business in each area to identify new services / bookings for the centre. 	<ul style="list-style-type: none"> Review timetable when groups / classes have returned to the centre. Do not anticipate being able to complete until Q2/Q3. Annual Customer/Client Surveys Q2/Q3, when groups / classes return to the Centre. <ol style="list-style-type: none"> Q1: aim for 1-2 ETB classes online depending on ETB classes available. Q2-Q4: aim for 3 ETB classes onsite per term. Aim for 2 community-engagement initiatives onsite from Q2. One centre-led summer camp per centre depending on funding availability and restrictions. Cold calling local business in the area to explore new opportunities. 		



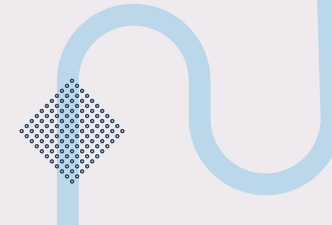
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To review and evaluate what is working for the centre or what can be improved upon.	Carry out a survey with centre users and clients to identify strengths and weakness and put any remedial actions / improvements in place.	<ul style="list-style-type: none"> • Annual Customer/Client Surveys Q2/ Q3, when groups / classes return to the centre. • Feedback from activities organised by the centre. 		
To manage the centre staff / work placement staff.	<p>Liaising with staff, updating them on rosters, new Policies, and Procedures, etc.</p> <p>Communicate with staff during different levels of COVID-19 restrictions.</p>	<ul style="list-style-type: none"> • Communicate with staff and hold regular staff meetings. Train and empower staff to carry out their duties. • Continue to engage and keep staff up to date in relation to COVID-19 and the impact on the centre. 		
To practise good financial management.	Ensure that all financial and administrative requirements and reporting are met and administration of Invoicing / lodgements, etc.	<ul style="list-style-type: none"> • Produce monthly financial and operational reports for the Board. 		
To create funding opportunities.	<p>Apply for annual funding.</p> <p>Research funding options available each year and apply for new funding initiatives.</p>	<ul style="list-style-type: none"> • Find 4 new funding opportunities, in addition to previous funding opportunities successfully applied for. • Acknowledge successful funding applications / funders on Company website / social media. 		



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Objective	Task / Action	Target	Who	Outcomes
To communicate with community stakeholders, Fingal County Council, Fingal Community Facilities Network, Public Participation Networks (PPNs), suppliers, contractors, and other agencies.	Keep up to date and in regular communication with all stakeholders.	<ul style="list-style-type: none"> Communicate with all stakeholders in person, by telephone, email, meetings, or other forms of communication. Engage with Fingal Community Facilities Network and attend all workshops (in person or online depending on COVID-19 restrictions). Inform those who need to know of building closures and service curtailment. 		
CENTRE MAINTENANCE				
<p>To ensure that the centre is well maintained that all statutory and health & safety requirements are met, and that the building is a safe, warm and welcoming space for all.</p> <p>To ensure any COVID-19 Risk Assessment and recommendations are adhered to and carried out.</p>	<p>Schedule and ensure all required maintenance according to the Preventive Maintenance (PPM) Schedule.</p> <p>Deal with any issues with the building equipment, etc., which may arise.</p> <p>Ensure that any required health & safety training by the Management and staff are carried out.</p> <p>Adhere to a regular cleaning programme and ensure that staff and visitors / groups follow all COVID-19 precautions.</p>	<ul style="list-style-type: none"> Carry out all PPM maintenance throughout the year. Organise annual Health & Safety Review and Risk Assessment. Highlight any out-of-line situation in relation to maintenance and health & safety. Ensure that any COVID-19 Risk Assessment and Recommendations are adhered to and carried out, for example, daily checks on the building, or water flushing programme while centres are closed to the public. <p>Provide access to contractors for essential maintenance visits.</p>		

