**Centre Manager (Maternity Leave Cover)**

**Location:** Thrive Centre, Great North Road, Ranskill, Retford, DN22 8NL

**Employment Type:** Part-time, fixed-term contract (maternity leave cover, approx. 9-12 months)

**Contracted hours:** 30 hours per week (4 days per week)

**Reports to:** Clinical Directors

**About Brightgreen Spinal Health**

Brightgreen Spinal Health is a thriving musculoskeletal chiropractic and wellness clinic dedicated to helping individuals and families in our community live healthier, happier lives. We pride ourselves on providing exceptional chiropractic care, outstanding patient experiences, and a nurturing workplace culture that supports both patients and team members.

We are looking to appoint a Part-Time Centre Manager (Maternity Leave Cover) to support our busy practice. We’re seeking someone who shares our passion for natural healthcare and wants to help us provide the highest level of care in line with our core chiropractic values. At Brightgreen, our mission is to help individuals and families in our community live healthier, happier lives.

**The Role**

We are seeking an organised, proactive, and people-focused Centre Manager (Maternity Leave Cover) to oversee the smooth running of our clinic. You will lead daily operations, support our team of practitioners and Centre Assistants, and ensure our guests consistently receive excellent care.

This role requires a proactive leader with strong organisational and interpersonal skills who thrives in a dynamic, fast-paced environment.

**Key Responsibilities**

**Operational Leadership**

* Manage the day-to-day operations of the clinic, including patient flow, scheduling, and front-of-house activity.
* Step in to cover the front desk during Centre Assistant absences (e.g. sickness/holidays), which may occasionally include evenings or weekends.
* Ensure the clinic environment is safe, clean, and welcoming for patients and staff.

**Team Management**

* Supervise and support Centre Assistants and provide effective communication between practitioners and admin staff.
* Lead regular check-ins, appraisals, and reviews to encourage professional growth.
* Assist with rostering, recruitment coordination, and leave management as required.

**Patient Experience**

* Champion a “WOW” patient experience at every visit.
* Handle patient feedback and complaints with professionalism and care.
* Promote membership programmes and ensure effective communication with patients.

**Finance & Reporting**

* Oversee financial processes such as invoicing, reconciliations, and weekly/monthly reporting.
* Monitor budgets, staffing costs, and support the clinic in meeting financial targets.
* Regular practice performance monitoring and provide regular updates to the Clinical Directors.

**Marketing, Events & Community Engagement**

* Support marketing campaigns, social media, outreach events, and patient education initiatives.
* Represent Brightgreen Spinal Health at screenings and community events.

**Compliance & Systems**

* Ensure compliance with all statutory, legal, and health & safety requirements.
* Oversee stock, supplies, and equipment.
* Maintain up-to-date practice systems, protocols, and records.

**About You**

* Previous experience in a management role, administration, or business operations (health/medical clinic experience is desirable).
* Strong organisational and multitasking skills with excellent attention to detail.
* Confident communicator with a professional and approachable manner.
* Proficient with clinic management software (or quick to learn).
* Financial awareness with experience in budgets and reporting.
* Ability to work independently and as part of a team in a fast-paced environment.
* Dedicated to patient care and passionate about team wellbeing.

**What We Offer**

* A supportive and collaborative workplace culture.
* Hands-on training and handover from the outgoing Centre Manager.
* Free chiropractic treatment for yourself and one member of your family.
* Opportunity to gain experience in a dynamic healthcare setting.

**Contract & Salary**

Part-time, fixed-term contract (maternity leave cover, approx. 9-12 months)

30 hours per week (4 days per week)

Salary: £20,000.00-£25,000.00 per year

Expected start date: Early November