



Church Centre Manager St Andrew's Community Church Hawthorn Grove, Combe Down, Bath, BA2 5QA

Job Description

The Purpose of the post

The post is a key member of staff in delivering the vision of St Andrews to provide a beacon of God's love to the community of Foxhill under the overall direction of the Senior Associate Minister for St. Andrew's Community Church.

The Essence of the role

The essence of the role is to provide organisational and administrative support as Personal Assistant to the Senior Associate Minister and the management of the Church Centre.

Key Duties

1. Personal Assistant

You will assist the Senior Associate Minister with organisational and administrative support as required for him to efficiently undertake his role.

You will assist the Senior Associate Minister in providing administrative support for Sunday services and other meetings as required.

You will provide administrative support for outreach projects including; publicity and communications, organisation of rotas, recruitment of volunteers and support of service users and volunteers.

You will join a staff team who work between offices at St Andrew's and at Holy Trinity Church Rooms. You will be required to attend staff meetings and staff prayers twice a month.

2. Centre Manager

As Centre Manager you will be responsible for the operational management of activities within the Church building. These will include, but are not limited to:-

Reception

You will often be the first point of contact for visitors. A welcoming manner is essential to this role along with familiarity of all activities being organised in the building.

Room Hire

You will be responsible for managing all the bookings taken for the premises. As Centre Manager you are required to offer excellent care of our customers and be sensitive to opportunities to encourage groups relevant to our community to utilise the premises.

Materials and Finance

You will be responsible for ensuring adequate materials, office and catering supplies for the effective running of the Centre. You will also be responsible for the financial administration, including management of invoices and petty cash.

Health and Safety.

You will be responsible for the security of the building and ensuring health and safety policies and procedures are being followed and report on these to the Operations Manager as required.

Physical Environment.

You will be responsible for monitoring the cleanliness, security and maintenance of the premises and liaison with the Caretaker to resolve any issues.

Personal Attributes & Qualifications

You will have a clear personal faith in Jesus Christ and join the worshipping family of StACC. You will be a well organised and self-motivated person who has:

Proven communication skills, in particular;

- a polite, clear and concise telephone manner
- interface well with the public and staff and volunteers at St. Andrews and Holy Trinity

IT Skills

- Confidence in operating a personal computer
- Confidence in working with Microsoft office – (Outlook, Word, Excel, Publisher and PowerPoint)
- Willingness to learn to update our website

Qualifications (held or be willing to acquire)

- Health and Safety Certificate (Level 1)
- Food hygiene qualification
- First Aid at Work certificate
- Mental health awareness training

Personal Attributes

- The ability to work on own initiative as necessary
- Eagerness to learn and develop
- Reliability and flexibility
- Relational personality

Accountability

The Church Centre Manager is employed by the Combe Down Parochial Church Council and the line manager for this post will be the Senior Associate Minister for St Andrews Community Church.

Training and Support

- Ongoing training and professional development will be supported.
- Regular supervision meetings and annual appraisal with line manager will be undertaken.

Employment Contract Key Details

Contract:	A one year contract subject to completion of 3 month's probation.
Employer:	The Parochial Church Council of Holy Trinity Combe Down
Annual Holiday:	33 days (includes public holidays) pro rata
Contractual Hours:	20 hours per week preferably over five days
Salary:	£13,000 p.a. plus pension (based on pro rata full time equivalent salary of £24,375 p.a)
DBS:	The post will be confirmed subject to an enhanced Disclosure and Barring Service check.

Holy Trinity, Combe Down, Bath is a registered charity no 1129554