



Job Opportunity

Community Centre Manager

Heathcote Parish PCC are seeking to appoint a manager to oversee and deliver the operations of Heathcote Community Centre, in its role as a vibrant community hub for the people of Heathcote.

Hours: 20 hours per week (to include occasional weekend/evening work)

Salary: £21,248 pro rata

Contact: Rob Budd for further information and a job application pack,
vicar.hpc@gmail.com

Closing date for applicants: Monday 12 September, 5pm

Interviews are due to take place the week commencing 19 September

Please note, we reserve the right to close the vacancy early, should we receive sufficient applications.

Heathcote Parish Church and Heathcote Community Centre

Job Description – Heathcote Community Centre Manager

Background Information

Heathcote Community Centre (the Centre) is run by Heathcote Parish Church and exists to promote fullness of life to all who live in the local community. Alongside the church worship area, the Community Centre also includes sports hall facilities, a kitchen, kitchenette, function room, smaller counselling rooms and foyer reception area.. These are all available for the benefit of people's physical, emotional and spiritual well-being.

The post-holder will oversee and co-ordinate the booking activity and usage of the Centre, liaising with all the relevant stakeholders, thereby promoting these wider aims of the Church.

Terms and Conditions

Job Title: Centre Manager

Location: Heathcote Community Centre

Salary: £21,248 pro rata (Grade E5)

Hours: 20 hours per week (to include occasional weekend and evening work).
25 days annual leave (pro rata) plus bank holidays.

Tenure: The post will start in Autumn 2022. The post-holder would have a six-month probation period. Accountable to Heathcote Parish Church Parochial Church Council (PCC) as employer and to the vicar as line manager.
As a condition of employment, the post-holder will need to undergo a satisfactory enhanced DBS check.

Responsible For: Paid and volunteer support staff at Heathcote Parish Church and the Centre, to include cleaners / caretakers.

Main Purpose

- 1) To manage the operations of the Centre, including bookings, support staff, volunteers and finances.
- 2) To provide administrative and financial support for Heathcote Parish Church and the Centre and their facilities.
- 3) To oversee and develop communications and publicity for the Centre.
- 4) To ensure the building fabric and utilities are maintained in a good, safe, working order.
- 5) To work with the Church to develop its Christian mission and ministry on Warwick Gates and in the wider Heathcote Parish through community initiatives and ad hoc projects.

Main Duties and Responsibilities

1. Operational Duties

- Effectively deal with all correspondence, enquiries and service users; receive visitors; make and receive telephone calls, as required; make bookings for the Church and Centre aiming to maximise the building's use and income, including regular long-term bookings and one-off events; liaise with the Heathcote Parish Church leadership team to ensure that the Church's vision and principles are upheld.
- Work with key stakeholders (including local shops on Warwick Gates, Warwick Gates Family Health Centre, Leamington Rehabilitation Hospital, Warwick District Council, and local community groups), to ensure the efficient running of the Centre.
- Effectively supervise staff and volunteers, allocating tasks and responsibilities, and be responsible to the line manager for the quality of work undertaken.
- Keep fire safety records up to date and test alarms as required.
- Order stock and equipment, to ensure the most economical use of resources and best value, liaising with other staff as appropriate.
- Attend or provide written reports to relevant committees as required.
- Complete all tasks in line with written procedures associated with the role and help develop new procedures according to the changing needs of the Centre.
- Effectively maintain appropriate computer and paper files.
- Maintain first aid kits and an accident log for the building.

2. Financial Duties

- Work with the Heathcote Parish Church PCC Treasurer to effectively input into the electronic financial management and accounts system which will be used for the management of the Heathcote Parish accounts.
- Preparation of BACS payments and cheques for signature and complete the subsequent payment processes
- Responsible for cash handling (e.g. banking, petty cash, etc.) and payment of cheques into the Church's Unity Bank account, working with the PCC Treasurer and the Gift Aid volunteer assistant as required.
- Ensure the efficient preparation and processing of invoices for the use of the Church's and the Centre's property, facilities and services; distribute invoices, monitor and record payments; pursue unpaid invoices after the agreed timescale. And, as required, carry out accounting duties in liaison with the PCC Treasurer.
- Oversee the smooth running of the Church and Centre and make decisions as necessary, keeping within agreed budgets and working effectively with the other budget holders.
- Ensure finance protocols and good practice are always observed.

3. Communications

- Oversee and develop the Centre's external communications and publicity.
- Ensure that fire exit signs and all relevant notices are publicly displayed, including regularly updating displays, posters, notice boards and literature.
- Manage the maintenance and development of the website and social media.
- Be the point of contact for the Centre's users.

4. Building Maintenance

- Oversee maintenance of the building including liaising with relevant personnel for the service, repair and replacement of fabric and equipment.
- Liaise with the Heathcote Parish Church leadership team and the caretaker/cleaner to ensure the effective maintenance of utilities, fabric of building, car park and green areas are in full working order to sustain a high standard of customer satisfaction.
- Attend relevant committee meetings and supply written reports as required.
- The administration of legal and statutory requirements relating to facilities, insurance, personnel and services ensuring that the building has adequate insurance and that the organisation complies with all health and safety, safeguarding and GDPR legislation.

5. Project Support

- Support the Church to develop its Christian mission and ministry in the community. This may involve providing support for initiatives and events such as community litter picks, community fun days and holiday clubs.
- Work in conjunction with the Church leadership team, on discrete projects that will benefit the local community. For example, building project, community programmes and initiatives.

6. General Compliance

- All duties and responsibilities must be carried out with due regard to the relevant policies referred to in the Staff Handbook including the Health and Safety Policy and the Safeguarding Policy.
- Duties that include processing of any personal data must be undertaken within GDPR, data protection guidelines.

Person Specification –Heathcote Community Centre Manager

E = Essential, D = Desirable

Qualifications / Training	<ul style="list-style-type: none"> • At least 5 GCSEs or equivalent (Grade C or above) to include English and Maths • Proficient in use of Microsoft Office packages, email, internet and social media • First aid qualified 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Experience	<ul style="list-style-type: none"> • Experience of working as a member of a team • At least one year's experience working in an office environment • Experience of designing and producing publicity materials • Experience in use of electronic financial management systems • Experience of maintaining and developing a website and/or social media platforms • Experience of managing employees and/or volunteers 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>
Skills / Knowledge	<ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to use computer packages, including spreadsheets, databases and PowerPoint • Excellent customer service skills • Negotiation and influencing skills • Ability to undertake routine administration duties • Ability to work on one's own and as part of a team • Good interpersonal skills • Proven ability to process and analyse information • Proven ability to articulate key messages and communicate them effectively • Knowledge of child protection, safeguarding, health and safety, first aid and data protection rules 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Personal Qualities	<ul style="list-style-type: none"> • Well-motivated, able to take initiative, to plan and carry out work without close supervision • Able to handle, with competence, a demanding and varied workload • Good inter-personal and communication skills: able to work with a diverse range of people • Organised, professional and punctual • Outgoing and enthusiastic approach • Flexible, and willing to help out where needed. • High degree of discretion 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p>
Other Job Requirements	<ul style="list-style-type: none"> • Positive attitude towards equal opportunities • Satisfies the safeguarding clearance required shown by completion of an enhanced DBS check • Flexibility for evening and weekend work when required • Sympathy and support for the Christian ethos of the Church and Centre 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>