



Methodist Church

Putnoe Heights Church Centre

JOB DESCRIPTION



Church of England

Job Title	Church Centre Manager
Location	Putnoe Heights Church, Putnoe Heights, Bedford MK41 8EB
Reports to	Minister responsible for Putnoe Heights Church.
Direct Reports	Volunteers
Salary	£16,258 pa (pro rata for part time – based on £8.45 p/hr)
Hours	20 hours per week, normally working 12:00 – 5pm Monday to Thursday. Some flexibility will be required for attending meetings and attending the premises in emergencies and to open up / lock up (shared with others).
Closing Date	5 pm Monday 7 August 2017
Interview Date	Week commencing 14 August 2017
Job Purpose	To manage all aspects of Putnoe Heights Church Centre, including managing lettings, arranging maintenance of buildings and equipment and maintaining our policies on safety and security. You will need a great sense of humour, be able to meet and greet all service users and be proficient in Microsoft office. Flexibility is required, including some locking up duties as part of a team.

Key Result Areas

1. Responsible for planning and executing all own work without supervision.
2. Support the Ministers and Leadership Team in the arrangements for Church Services, baptisms & funerals.
3. Maximise income from room hire and photocopying.
4. Negotiating best prices from contractors, equipment and office suppliers.
5. Ensure regular servicing and maintenance of buildings and equipment.
6. Ensure the safety and security of the premises.
7. Maintain excellent relationships with Pre-School staff, working with them to ensure the safeguarding of children.

Key Contacts and Working Relationships

1. Methodist Minister responsible for Putnoe Heights
2. Anglican Ministers from St Mark's Church who share in the ministry at the church.
3. Leadership Team who manage all aspects of church life, including services, committees, Pre-School, office and premises on a voluntary basis, supported by the Church Centre Manager, volunteers and members of the congregation on a variety of rotas.
4. Property Steward
5. Treasurer
6. Pre-School Manager and Staff
7. All clubs and individuals who hire rooms for meetings and activities.
8. Volunteers
9. Contractors including Cleaners, Gas, Electricity, security and building maintenance companies.

Responsibilities

Support to Ministers and Leadership Team

- Assisting Ministers and Leadership team regarding requirements for church services, producing orders of service, hymn sheets and rotas as required.
- Passing on queries from members of the public for baptisms, funerals, weddings and any other matters, maintaining strict confidentiality of all information received.

Room Hire

- Maintaining excellent relationship with hirers, including the Pre-School, ensuring the rooms are made ready and fit for purpose, answering their queries and dealing with any problems.
- Keeping records of key contacts of clubs and organisations who hire rooms, issuing annual booking forms and liaising with them to ensure repeat bookings. Issuing monthly invoices (50+ per month) processing payments and issuing receipts, keeping records of payments by cheque, cash and bank transfer in liaison with Church Treasurer.
- Take bookings for Children's Parties for Saturdays, ensuring booking forms are completed, invoice sent and refundable deposit taken.
- Daily diary checking for any changes, additions and cancellations to bookings, ensuring accurate information is posted on the lobby display screens and Partnership News.

Building Maintenance

- Maintaining an inventory of all equipment, furniture and supplies, undertaking stocktaking in liaison with Property Steward, arranging for replacements and repairs.
- Problem solving, ensuring any incidents / failures with the buildings or equipment is dealt with promptly, using own initiative, calling on contractors, utilising support of Property Steward / Leadership Team / Treasurer as needed.
- Maintaining a schedule of routine maintenance including:-
 - Boiler service
 - Electrical Safety Checks, including PAT testing
 - Kitchen equipment
 - Lincat water boiler
 - CCTV
 - Organ tuning
 - Heaters

- Fire Alarms including fortnightly fire alarm testing in liaison with Pre-School and others present in building.
- Burglar Alarm
- Automatic Doors
- Hygiene Inspection
- Kitchen deep clean

Security and Safeguarding

- Ensure the buildings are safe and secure at all times, being the first point of contact for any emergencies. Arranging for premises to be unlocked / locked for events.
- Maintain a register of key card holders.
- Maintain a register for each club / meeting in session in rooms and halls, so that all visitors are accounted for whilst Pre-School is in session (Ofsted requirement).
- Monitor CCTV screen.
- Provide guidance to all church users and room hirers to ensure rooms are left safe and secure after use.

Cleaning

- Oversee cleaning contract, ensuring excellent standards are maintained and best value obtained.
- Purchase cleaning equipment and supplies as required.
- Arrange annual deep clean of kitchen and ensure dishwasher is kept clean and well maintained at all times.
- Liaise with Bedford Borough Council for commercial bin emptying, make payments and deal with queries and problems.

Administration

- Responsible for all the administration of the Church Centre, receiving payments and issuing receipts, security and banking of cash, petty cash and records of finances in liaison with church Treasurer.
- Keeping records of Insurance Policies, utilities, i.e. Gas, Electricity, Water, Broadband and Phone, photocopying, solar panel feed-in tariffs.
- Maintain all church files and records, including Policy Documents, Statutory notices (Health & Safety and Safeguarding), Insurance and gas / electrical certificates.
- Ensure compliance with Data Protection requirements and strict confidentiality of all data and information is maintained.
- Maintaining communication and maintenance log books, liaising as necessary when action is required.

Computing

- Maintaining robust and efficient computer operation in church office.
- Ensuring computer system is secure and safe, using anti-virus software and regular back-up.
- Responsible for ensuring that no inappropriate websites are ever accessed and that use of social media is ethical and appropriate and that the reputation of the church is always prioritised.

Purchasing

- Negotiate best rates for office equipment, specifically photocopier, computer and telephone equipment.
- Purchasing office supplies, office furniture, paper, cleaning materials etc., liaising with the Treasurer and Management Committee regarding any major purchases.

Managing Volunteers

- Maintain a rota of office volunteers, ensuring they are confident and well trained in office procedures and operation of equipment.
- Delegate routine tasks to volunteers, including taking payments, logging monies received and issuing receipts; posting letters, dealing with requests for photocopying, opening up the office, checking the building, emptying bins and light cleaning of office, meeting room and lobby areas.
- Arranging annual meeting of Volunteers and Leadership team for the purpose of training / thank you event.

Committees

- Liaise with Leadership Team to arrange church Management meetings, ensuring all key decisions are taken for the effective running of the church and management of volunteers.
- Support the Leadership Team meetings, Church Council and Annual Congregational Meetings as required which may involve preparation of reports and copying / collation of papers, or e-mail communications of documents and setting up of rooms.

Person Specification

Knowledge

- Working knowledge of health & safety requirements
- Knowledge of computer operation, virus protection, backing up and security of information.

Skills

- Negotiating
- Computer skills – accurate, tidy organisation of computer files and formatting documents. Proficient in use of e-mail, scanning and printing.
- Diary management
- Scheduling tool e.g. excel or diary
- Communication skills – able to communicate with Ministers, service users and general public
- Customer service skills
- Problem solving

Experience

- Previous experience of working in an office including use of wide range of office equipment
- Management of volunteers
- Production of documents, booklets and leaflets using design, colour and photographs.
- Negotiating and purchasing
- Credit control / cash and balances

Team Working

- Able to work as part of a team
- Able to both lead and support
- Supportive of others
- Not afraid to ask for help

Personal Attributes

- Self-starter – able to work on own initiative
- Welcoming to all visitors and service users of the Church Centre
- Willing to learn and develop own skills and knowledge and pass on to others
- Empathy with Christian values
- Discreet and confidential
- Able to take responsibility

July 2017