

Advert for a Centre Manager

We have a new and vital role at The Church of the Good Shepherd, Carshalton Beeches.

Would you like to work flexibly and part time (minimum 20 hours a week)?

Do you like being busy, making things happen and working in a varied and interesting role?

Are you a Christian looking for a new challenge?

Introduction

The Church of the Good Shepherd is transitioning to new ways of working, bringing several activities into one new role and making information more accessible for all. In the last six months we have moved towards implementing church management software, made us GDPR compliant and generally reviewed and overhauled many processes to ensure they are fit for purpose.

This new role is to take this to the next stage, to manage and run the operations of the Church, alongside the vicar and his team. The Church is expanding its reach with increased parish focus and a resolve to gain a thorough understanding of the demographics of people who live here.

Job role

An interesting, varied and vital role, oiling wheels and ensuring things run smoothly. Enabling the vicar and others on the team to be able to focus their time and attention on discipleship and ministry. There are some key tasks that are required daily, weekly, quarterly and annually as well as development work and projects.

Key tasks and activities include:

Hospitality and working well with people

- Being the first point of contact for many enquires in a friendly, welcoming, versatile and professional way. Reflecting what we believe to the wider community
- Meeting and greeting people who may drop into church or come for a pre-arranged appointment – offering good hospitality and prayerful support
- working positively, sensitively and proactively with a team of experienced volunteers

Facilities and lettings

- Ensuring the buildings are in a good state of upkeep and maintenance. Including the line management of part time contractors – cleaning and maintenance. This will involve, agreeing work schedules, tasks and supervising finished work.
- Primary key holder
- We hire our premises to a variety of community organisations and individuals. The centre manager will be the single point of contact for all bookings and lettings.

General administration

- General administrative tasks, including emails, weekly service sheet, baptism records, bans of marriages, recording and reporting etc
- Responsibility for managing and updating the church website
- Managing our church management system. Including creating activities, keeping information up to date in real time, running reports, ensuring the protocols are maintained and the system is developed as required.
- Commissioning and scheduling activities and time against a series of key teams and tasks. And then creating a rota for the key teams and tasks four times a year.

You

We are looking for someone with the following skills and talents:

- a positive, can-do attitude;
- with a proven ability to spin multiple plates and get things done;
- being trustworthy, respecting peoples' confidentiality and operating with discretion;
- a strong change agent, adaptable, creative and flexible;
- a sense of humour;
- a natural enabler;
- with an ability to think on your feet;
- relational with compassion, kindness and understanding;
- a completer finisher who enjoys seeing a task through from start to finish;
- a team player;
- a confident IT user;
- with exceptional communication skills;
- proven capability of prioritising effectively and meeting deadlines; and
- a Christian seeking to grow and develop.

Terms of employment

This is a part-time position with hours to be agreed with the Vicar and Wardens. Ideal hours are between 20-25 hours a week, salary and holiday will reflect the agreed hours and working pattern. Full time salary is £25,000 per annum with 25 days holiday plus public holidays pro rata.

It is a Genuine Occupational Requirement (GOR) for the postholder to be a practicing Christian

The position is based at the Church of the Good Shepherd

We welcome applications from people job sharing or suggesting other working patterns

How to apply

Please send a CV and covering letter setting out in no more than 250 words why you think you would be great for this position. Closing date for applications is 6pm on Thursday 14 February 2019. Applications should be sent to CoGSrecruitment@gmail.com. Interviews for successful applicants will be held during w/c 25 February 2019.