



# Job Pack

For the post of Centre Manager/Administrator  
at Wesley Hall, Harrogate, HG1 1PP.

[www.wesleycentreharrogate.org.uk](http://www.wesleycentreharrogate.org.uk)



**NIDD VALLEY**  
Methodist Circuit

**Wesley Centre**  
Oxford Street, Harrogate, HG1 1PP  
Charity Number: **1168825**



**Yorkshire  
North & East**  
Methodist District

**The Wesley Centre is under the auspices of Nidd Valley Methodist Circuit engaging with local communities and offering a friendly place of welcome, acceptance, support, and refreshment.**

The centre is responsible for overseeing the effective running of the estate of Wesley Centre buildings, promoting their use for Christian and secular events. We provide a key concert venue in the town with one of the best grand pianos available locally.

The centre is home to the Wesley Chapel worshipping congregation, whilst Harrogate Homeless Project occupies the lower hall and adjoining Wesley House and the old Sunday school rooms in Cheltenham Parade are presently let to Jinnah's Restaurant and Harrogate International Festivals respectively.

We are seeking to appoint somebody who is able to bring together our management and administrative functions, working with our Premises Manager, to ensure the premises are well maintained and available, to network and to grow the number of lettings of the space, to work closely in relationship with the our key partners in Wesley Chapel and to provide a basic administrative support to the work.

Completed applications are to be received before midday on **September 28th** by email to **hr@yorkshiremethodist.org** and for those applicants successful during our shortlisting process an interview time on **October 5th** will be offered.

In the interim, if you have any questions about the post, please do not hesitate to contact myself by email in the first instance at **revbclowes@gmail.com**

**Rev Ben Clowes**  
**Superintendent Minister**  
**Nidd Valley Methodist Circuit**

# Job Description

<b>Job Title:</b>	Wesley Centre Manager/Administrator. (Part-Time)
<b>Lay Employee in:</b>	The Nidd Valley Methodist Circuit.
<b>Employed by:</b>	The Nidd Valley Methodist Circuit.
<b>Location:</b>	Based from the Wesley Centre, Oxford Street, Harrogate, HG1 1 PP.
<b>Responsible to:</b>	The Centre Manager/Administrator will be employed by the Wesley Centre Trustees and will be responsible to the appointed Line Manager and the Wesley Centre Trustees.
<b>Key Relationships:</b>	Superintendent Minister of the Nidd Valley Circuit Trustees, Staff and Volunteers of the Wesley Centre Hirers, Users and Tenants of the Wesley Centre Buildings Local Businesses, Organisations and Community Groups
<b>Purpose of Role:</b>	To provide management and administration of the Wesley Centre promoting the venue within the town and beyond as a space 'to meet, to pray and to perform'. To deliver the Wesley Centre vision, working collaboratively with the Management Team.

## Main Duties and Responsibilities

- To be part of the Management Team, attending trustee meetings and producing relevant and accurate reports as needed.
- To manage and work closely with the Premises Manager to ensure the safety and sustainability of the buildings whilst having overall responsibility for compliance with legislation and ensure that licences to use and ongoing contracts are maintained.
- To maintain a strong relationship with tenants and support the development of Wesley House.
- To be the welcoming 'face' of the Centre in terms of its publicity and promotion, at events and showing around potential users of the building.
- To seek out and manage partnerships and projects with new and existing building users.
- To develop strong, supportive workings with volunteers within Wesley and other organisations.
- To respond to enquiries, administer room bookings and subsequent invoicing.
- To keep website updated, maximising its use, together with the Facebook page and other promotional tools e.g., the noticeboards, leaflets etc.
- To maintain an accurate online diary.
- To provide administration and support to the Wesley concert season.
- To assist with general accounts working alongside the Wesley Centre Treasurer.
- To manage supplies for the Centre and the office.
- To administer the Performing Rights quarterly return.
- To keep up to date with Safeguarding and GDPR policies and attend training as necessary.

## Other Duties:

- Any other duties and responsibilities that are identified by the Line Manager that are within the capabilities and level of responsibility of the Centre Manager/Administrator, and that are in line with the existing and developing needs of the Wesley Centre.

**Training Requirements:**

- To fulfil the requirements of the post there will be additional training requirements in areas not exhaustive to Safeguarding, GDPR, Health, Safety, and Data Protection. Any such training will be undertaken during contracted hours or will be recorded as TOIL.

**Terms and Conditions:**

- Working hours will be **20** hours per week worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there may on occasion be the necessity for an irregular working pattern including evening and weekend working.
- Depending on previous and relevant experience and qualifications the rate of pay for this post is between **£13** and **£15** per hour.
- Annual leave entitlement for a full-time employee is 33-days or 244.2 hours (including public holidays), calculated pro-rata for part-time employees. Based on a 20-hour working week annual leave entitlement for this post is calculated to be **132** hours, per annum.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Details of contribution rates will be provided on request.
- At least two days free of responsibilities each week.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references.
- Appointment is subject to completion of a satisfactory probation period of 6-months.

**Management:**

The Centre Manager/Administrator will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Centre Manager/Administrator.
- Determine priorities for the work, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress and any training and development needs of the Centre Manager/Administrator, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.

# Person Specification

**Job Title:** Part-Time Wesley Centre Manager.  
**Lay Employee in:** The Nidd Valley Methodist Circuit.  
**Employed by:** The Nidd Valley Methodist Circuit.

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Nationally recognised qualifications in English and Maths equivalent to Grade 4 or C at GCSE	Yes		A, Q
<b>Proven Ability</b>			
To work flexibly	Yes		A, I
To work as part of a team	Yes		A, I
Administration and clerical duties gained from experience working in a similar role	Yes		A, I
To prioritise workloads and achieve deadlines	Yes		A, P
Accuracy and attention to detail	Yes		A
To use initiative and work with limited supervision	Yes		A
To work collaboratively with staff and volunteers	Yes		A, I
Professional, approachable and sensitive to the needs of others	Yes		I
To manage complex tasks involving the collation of information from within and outside the circuit and present in accessible and timely manner	Yes		A, I
To implement new processes and procedures in office management and to review and develop as necessary	Yes		A, I
<b>Special Knowledge &amp; Skills</b>			
Excellent communication and interpersonal skills	Yes		A, I, P
Awareness and understanding of confidentiality, safeguarding and data protection requirements	Yes		A, I
Word processing, spreadsheets, email, attachments, electronic files and storage	Yes		A
Website Maintenance		Yes	A, I
Knowledge of databases, desktop publishing (Microsoft Publisher) and presentation software	Yes		A, I, P
Knowledge of Methodist procedures and practice		Yes	A, I

<b>Any Other Requirements</b>			
To be in sympathy with the mission of the Methodist Church and the Nidd Valley Methodist Circuit and to have a willingness to understand and engage with the structures and ethos of the Methodist Church	Yes		A, I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity and Inclusion and a commitment to the unique value of the individual in all aspects of the Church's life as expressed in the Methodist Church's strategy for Justice, Dignity and Solidarity	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service	Yes		DBS application
Willingness to undertake appropriate training including District Lay Employment Orientation, Safeguarding Foundation and Advanced training and Equality, Diversity, and Inclusion training, at the first available opportunity.	Yes		A, I
Use of own transport for attending meetings		Yes	A, I

- A** Application form
- I** Interview
- W** Written Exercise
- P** Presentation
- G** Group Exercise
- Q** Proof of Qualification

# Guidance Notes

**Disability:** Please let us know if you require adjustments making to any aspect of the application process or provide us with any information you feel relevant whilst we consider your application. If you are selected for interview we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

**Entitlement to work in the UK:** Any job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if an offer of employment is made.

**Experience, knowledge, skills and abilities:** The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification. They cannot make assumptions about the nature of the work you have done or your experience from a list of job titles so it is important that you demonstrate how you meet the requirements.

**References:** All job offers are conditional on the receipt of three satisfactory references. One should be from your current or your most recent employer, the second from a previous relevant work experience and the third from someone who knows you in a work related, voluntary or academic capacity (noting that all referees should be able to comment on your suitability to the role.)

**Criminal convictions:** Anyone who applies to work with the Nidd Valley Methodist Circuit will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for us however it is obvious that this depends on the type of job that you have applied for and the nature of the work involved.

**Data Protection:** The information you provide on both the application and EDI form will be held in the strictest confidence. We process this information in line with our privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your personal data as described above in accordance with our privacy policy.

# Next Steps

**Our landmark building in its central location allows us to engage with the community in many ways by connecting with voluntary services, charities, businesses and other organisations.**

For an informal chat about the role before submitting an application please contact myself (by email in the first instance) at [revbclowes@gmail.com](mailto:revbclowes@gmail.com)

Please submit completed application forms to [hr@yorkshirenethodist.org](mailto:hr@yorkshirenethodist.org)

We want to keep the application process as straightforward as possible and ask for completed application forms to be returned before midday on **September 28th 2022**.

Applications that match the experience and skills detailed in the person specification, and which demonstrate relevant knowledge and experience in response to the questions asked, will be invited to an interview on **October 5th 2022**.

For information about how we use, store and retain data under the General Data Protection Regulations (GDPR) 2018, please visit our website and read our Privacy Policy at <https://niddvalleymethodist.org.uk/privacy-policy/>

Please contact [hr@yorkshirenethodist.org](mailto:hr@yorkshirenethodist.org) if you have any other questions or should you require clarification on any of the information contained within this pack.

## Important Dates

CLOSING DATE	28th September 2022
INTERVIEW DATE	5th October 2022

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