



**Broomhill Methodist Centre**  
Fulwood Road, Sheffield, S10 3BD

## INTRODUCTION

Dear Enquirer,

Thank you for being in touch and expressing an interest in the vacancy that we have listed for a Building and Community Manager, based from Broomhill Methodist centre in Sheffield (S10 3BD),

Please find on the following pages a job description and person specification relevant to this exciting part-time post. Attached separately is an application form that we require completing in full and returning to Andrew Crawford, Sheffield District HR Officer, on or before midday on Monday 19<sup>th</sup> June, to [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org).

For an informal conversation about the role before making an application please contact myself, Tom Rattigan, Sheffield District Missional Property Enabler, by email at [mpe@sheffieldmethodist.org](mailto:mpe@sheffieldmethodist.org) or by telephone at 07483 318823.

I sincerely look forward to hearing from you,

Tom

<b>CLOSING DATE:</b>	<b>Monday 19th June 2023</b>
<b>SHORTLISTING:</b>	<b>Tuesday 20th June 2023</b>
<b>INTERVIEW DATE:</b>	<b>Tuesday 4th July 2023</b>
<b>ANTICIPATED START:</b>	<b>August/September</b>



- Job Title:** Building and Community Manager, Broomhill Methodist centre.
- Lay Employee in:** The Sheffield Methodist Circuit.
- Employed by:** The Sheffield Methodist Circuit.
- Responsible to:** The Management Committee at Broomhill Methodist centre via a dedicated Line Manager who in this instance is Tom Rattigan, Chair of the Management Committee.
- Key Relationships:** The Superintendent Minister of Sheffield Methodist Circuit, The Management Committee at Broomhill Methodist centre, The Circuit Leadership Team of Sheffield Methodist Circuit, Users of Broomhill Methodist centre, Local Community and Ecumenical Partners.
- Location of work:** Based from Broomhill Methodist centre (S10 3BD) with the ability and commitment to work flexibly across the local area as necessary and required for the development of the operating strategy.

**Genuine Occupational Requirement:**

- In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant for this post is a practicing Christian.

**Purpose of the Role:**

- To provide a physical, emotional, and spiritual safe space for organic and new ways of Christian community growth acknowledging the need to be proactive in engaging the community.
- To assume operational charge and to act as development lead of the building at Broomhill Methodist centre, managing the strategic direction of the project to include:
  - o supporting the growth of commercial revenue
  - o enabling interest throughout work within the local community
  - o engaging with a diverse range of stakeholders
  - o support with administration, property, finance, people, and compliance matters
- The successful applicant will be required to deliver the strategic direction of the project as shaped by the Management Committee.

**Main Duties and Responsibilities:**

- To represent the charity acting as the public face of Broomhill Methodist centre.
- To develop effective and fruitful partnerships with local people and local organisations.
- To support, develop and encourage joint working strategies.
- To maintain a close working relationship with the management committee to shape the centre's future engagement.
- To promote social inclusion and community cohesion.
- To identify and develop existing and emerging communities, developing new forms of church and worship with and for people within the local community.
- To work flexibly and embrace the evolving and developing needs of the building, assuming responsibility for its day-to-day operation.
- To have oversight for total profit and loss of budget.
- To receive, organise and arrange bookings within Broomhill, liaising and building positive relationships with all centre users.
- To develop the building to be a community centre and a recognised and trusted venue.

- Funding is secure and in place for 24 months and, during this time, the successful applicant will be targeted with increasing commercial income to make both the role self-sufficient and to support the increased costs of running the building.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager and that are within the capabilities and level of responsibility of the Building and Community Manager, in line with the existing and developing needs of operating strategy at Broomhill Methodist centre.

**Training Requirements:**

- To fulfil the requirements of the post there will be additional training requirements in areas that are not exhaustive to Safeguarding, GDPR, Health, Safety, and Data Protection. Any such training will be seen as mandatory and will be undertaken at the earliest opportunity during contracted hours or, if this is not practical, recorded as TOIL.

**Terms and conditions:**

- This is a fixed term (FTC) appointment for an initial duration of **24** months. Funding continues to be sought with the hope that the role can be permanent after the initial FTC.
- 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 will be the necessity for an irregular working pattern including some evening and weekend working.
- The rate of pay for this post is between **£14-16** per hour, depending on previous and relevant experience and qualifications. (Actual salary: £14560/£16640 / FTE Salary £26936/£30784)
- Annual leave entitlement for a full-time employee is 33-days or 244.2 hours (based on a 37-hour working week and including public holidays), calculated pro-rata for part-time employees. Your annual leave entitlement 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 Building and Community Manager will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the employee.
- 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 employee, 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.



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	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Willingness to undertake ongoing training and development as determined to be relevant and necessary to the role by the Management Committee of Broomhill Methodist centre.	Yes		A, I
<b>Relevant Experience</b>			
Demonstrable professional experience in community work, development, or programme management.	Yes		A, I
Experienced in managing or working within a café, leisure facility or community centre setting.		Yes	A, I
Experienced in the recruitment, supervision, and engagement of a team of volunteers.		Yes	A, I
Computer literate with experience and competence in the use of Microsoft Office packages and social media platforms.	Yes		A, I, E
Experienced in working with, on either an employed or voluntary basis, inter-faith working.		Yes	A, I
Experienced in writing and submitting grant applications.		Yes	A, I
Experienced in retaining and maintaining accurate data and information, with an understanding and awareness of the importance of GDPR and Data Protection around this.	Yes		A, I
<b>Knowledge &amp; Skills</b>			
Excellent oral and written skills with the ability to communicate effectively and professionally in-person, by letter, email, and telephone.	Yes		A, I
Good communication and inter-personal skills, able to demonstrate a professional, approachable, and sensitive style.	Yes		A, I
An awareness and understanding of the needs and issues that exist and that affect marginalised and neglected communities.		Yes	A, I
Computer literate with experience and competence in the use of Microsoft Office packages and social media platforms.	Yes		A, I, E
<b>Qualities or Aptitudes</b>			

Able to create and maintain good working relationships with a diverse range of people and groups.	Yes		A, I
Able to work under pressure, meet deadlines and manage a varied workload (often with competing priorities) whilst demonstrating reliability, integrity, and discretion.	Yes		A, I
Able and willing to work independently for periods of time without close supervision and as part of a team when needed.	Yes		A, I
Able to be alongside people from diverse backgrounds and of all ages, nurturing as appropriate.	Yes		A, I
Understanding and awareness of, and a commitment to work within, safeguarding protocols and procedures.	Yes		A, I
Understanding and awareness of the importance of confidentiality and how to exercise discretion.	Yes		A, I
<b>Any Other Requirements</b>			
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity, and Inclusion with a commitment to the unique value of the individual.	Yes		I
In sympathy with the ethos and aims of a faith-based charity.	Yes		I
Appreciative and supporting of the aims and objectives of the Methodist Church.	Yes		I
Able to work flexible hours, including some evening and weekend work, and able to attend some evening and daytime meetings at Broomhill Methodist centre and/or other venues.	Yes		I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS application

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



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## **IMPORTANT NOTES**

### **Disability:**

Please let us know if you require adjustments making at and to any aspect of the application process or provide us with any information that 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 this recruitment process. If you have any questions about the way we are working please do not hesitate to contact [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org).

### **Entitlement to work in the UK:**

Any job offer will be conditional, 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 should any 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 are unable to make assumptions about the nature of the work that you have done previously, and they will not be able to understand your experience from a list of job titles, so it is important that you carefully and fully demonstrate how you meet the requirements.

### **References:**

Any job offer will be conditional, subject to the receipt of three satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience and the third from someone who knows you in a work related, voluntary or academic capacity. It is important that all referees are able to comment on your suitability to the role.

### **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you have applied for and the nature of the work that it involves.

### **Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

### **Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. You can view our privacy policy at <https://www.sheffieldmethodist.org/resources/data-protection.html>