

Thank you for expressing interest in the vacancy that we have advertised for a Centre Manager at Gracious Street Methodist Church in the Nidd Valley Methodist Circuit. A part-time permanent post, working 20-hours a week, we seek to appoint at the earliest opportunity.

- About the role:** Gracious Street, a large church that engages in a wide variety of activities, seek to appoint a Centre Manager to work with a diverse range of stakeholders to support existing and develop new relationships with church members, community groups, hirers and users of the church buildings and our facilities.
- Faith:** A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with and sometimes representing a faith community and be committed and sympathetic to the aims of the Methodist Church.
- Worship:** Attendance at worship is not an essential requirement however it is felt that on occasion it would be helpful in order to maintain a good contact with the congregation.
- How to apply:** For an application form or for an informal conversation about the role before making an application please contact Bill Rodham by email at [billrodham@virginmedia.com](mailto:billrodham@virginmedia.com)
- Important dates:** The closing date for receiving completed applications is Midday on the 17<sup>th</sup> of November 2023 with interviews scheduled to take place at Gracious Street Methodist Church in late November.

Please find on the following pages a job description, person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch with me at [billrodham@virginmedia.com](mailto:billrodham@virginmedia.com)

Kind regards,

**Bill Rodham**  
**Treasurer**

**Job Title:** Centre Manager.  
**Lay Employee in:** The Nidd Valley Methodist Circuit.  
**Employed by:** Gracious Street Methodist Church.  
**Location:** Gracious Street Methodist Church, Knaresborough, HG5 8AN.

**Responsible to:** The Centre Manager is responsible to the Leadership Team of Gracious Street Methodist Church through the appointment of a Line Manager, who will be notified to them by the Leadership Team.

**Key relationships:** Church Leadership Team,  
Church Members,  
Lay Employees,  
Users of Church Premises.

### **Key Responsibilities:**

The Gracious Street Centre Manager will develop the Bridge café and the suite of premises to further enhance the church's ability to support people in their social, financial, emotional, and spiritual well-being. In doing so they will develop new partnerships and build relationships with community groups and organisations across the town to enable the café and church to be more accessible and the premises to continue to be widely used.

### The Centre Manager will:

- Be the day to day "Face" of Gracious Street for all who come onto the premises.
- Recruit new volunteers and develop existing volunteers to offer their time and talents in the missional operation for the premises.
- Assist in the communication of Gracious Street, generating publicity materials, articles, leaflets, and press coverage, including developing promotional material for the church website and social media.
- Manage and coordinate activities relating to events.
- Provide administrative support for the smooth running of a busy Church centre.
- Provide administrative assistance to our Minister assisting with diary coordination and work with our data
- Champion to ensure we comply with GDPR requirements

### **Additional Responsibilities:**

#### Room Management

- Manage room bookings for all activities Ensure invoices are produced for external groups for use of rooms.

#### Building Management

- Manage the centre so it is safe, welcoming, and legal for all users
- Take good care and ensure others take good care of the centre, identifying issues to be resolved.
- Ensure that kitchen and cleaning supplies are replenished
- Ensure premises IT and AV is operational.

### **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 post holder, and that are in line with the existing and developing needs and mission of Gracious Street Methodist Church.

**Training Requirements:**

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake relevant mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This post is a part-time permanent post.
- The post is not suitable for home or hybrid working.
- Working hours will be **20** per week to be worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there will be from time to time the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is **£13** and **£15** per hour depending on previous relevant experience and qualifications
- Annual leave entitlement for a full-time employee is 244.2 hours including public holidays. This is based on a full-time employee working 37-hours per week. Annual leave is calculated pro-rata for part-time employees. Based on a 20-hour flexibly worked week annual leave entitlement for this post is calculated to be **132** hours.
- There is a contributory pension scheme which eligible employees will be auto enrolled. Details of contribution rates will be provided on request. Lay Employees who do not meet auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- All reasonable and agreed expense will be reimbursed.
- At least two days free of responsibilities each week.
- Appointment will be conditional on and subject to:
  - o Receipt of satisfactory references.
  - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - o Completion of a satisfactory probation period of 6-months.

**Management:**

The Lay Employee will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Centre Manager.
- 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, 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>			
A trained first aider or prepared to undertake relevant first aid training at the earliest opportunity.	Yes		A, I
<b>Specialist Knowledge, Skills &amp; Experience</b>			
IT and website proficient with an understanding of how different social media platforms work.	Yes		A, I
Experienced in safely recruiting and developing volunteers.	Yes		A, I
Experienced in the delivery and development of community projects.	Yes		A, I
Experienced in building partnerships with other community groups.	Yes		A, I
<b>Special Qualities or Aptitudes</b>			
Welcoming and enthusiastic with users, hirers, and the general public.	Yes		A, I
Excellent communication and interpersonal skills.	Yes		A, I
Able to build wide networks and community relationships, working collaboratively with a wide range of stakeholders.	Yes		A, I
Able to maintain appropriate confidences.	Yes		A, I
<b>Any Other Requirements</b>			
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity, and Inclusion (EDI) and a commitment to the unique value of the individual in all aspects of the church's life.	Yes		I
An understanding of the importance of and a commitment to adhere to Methodist policies around safeguarding, GDPR and data protection.	Yes		I
Commitment to continue professional and personal development and to undertake relevant training where it is identified by your line manager to be appropriate.	Yes		I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	Yes		DBS application

A: Application form    I: Interview    P: Presentation    G: Group Exercise    Q: Qualification

**Disability:**

Please let us know if you require adjustments making at any stage or 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 that we are working, please do not hesitate to contact [hr@yorkshiremethodist.org](mailto:hr@yorkshiremethodist.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.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both 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 conviction.

**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 made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to. Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI Safeguarding and a range of Personnel and Financial Processes.