

Thank you for expressing interest in our **Lettings and Premises Administrator** vacancy, offered via a permanent part-time contract. We seek to appoint at the earliest opportunity.

About the role: Westborough Methodist Church are recruiting for a Lettings and Premises Administrator to promote and administer the letting of meeting rooms within the church premises alongside other key administrative tasks.

Faith: A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

How to apply: For an application form, or for an informal discussion about the role before making an application, please contact myself by email at mould22@gmail.com

Send your completed application form by email, before midday on the closing date, to hr@yorkshiremethodist.org

Important dates:

Closing date:	Friday 15 th March 2024
Interview date:	Thursday 21 st March 2024

On the following pages you will find a job description, a 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 by email at mould22@gmail.com

Kind regards,

Neil Mould
Church Treasurer
Westborough Methodist Church

Job Title:	Lettings and Premises Administrator
Lay Employee in:	North Yorkshire Coast Methodist Circuit.
Employed by:	Westborough Methodist Church, Scarborough, YO11 1TS.
Location:	Based at Westborough Methodist Church, Scarborough, YO11 1TS.
Responsible to:	The Lettings and Premises Administrator will be employed and accountable to Westborough Methodist Church Council via the Church Business Team through an appointed Line Manager.
Key relationships:	Line Manager. Minister with pastoral charge of Westborough Methodist Church. Members of the church business team. Office holders and volunteers. Church premises users.
Purpose of the role:	1) To promote and effectively operate the booking and letting of meeting rooms at Westborough Methodist Church. 2) To undertake administrative tasks relevant to the effective operation of bookings and lettings.

Although the Duties of the Job Description below look extensive for a post of 15 hours per week, they are written to indicate the breadth of the job. The appointee will not be expected to accomplish all main duties in the allocated time, each week.

Main Duties:General Administration

- Undertake general administration duties to ensure that the church office runs smoothly, maintaining appropriate records to ensure compliance with GDPR, Data Protection, Accident Reporting and Health & Safety.
- Order and maintain adequate supplies which are relevant to the needs of the church.
- Maintain a 'keyholder' list, ensuring appropriate individual authorisation forms are in place.
- Maintain a 'petty cash' fund of £200 for the purchase of small day to day materials, keeping appropriate records and receipts.
- Maintain the 'Small Repairs and Maintenance' book escalating matters that require attention to the appropriate person within the church.

Lettings and Premises

- Promote the letting of meeting rooms through the church website, social media feeds, local free media, and, as appropriate, networking with hirers, visitors, and guests.
- To be responsible for designating an appropriate person to open up and close church premises each hire, and/or to provide a key for trusted and regular users, if unavailable themselves.
- Dependant on the type and the size of the event, to assign an event steward to provide support.
- Develop and maintain relevant and effective procedures for all lettings and events.
- Manage all correspondence relating to bookings, enquiries, and the letting process.
- Arrange appointments with potential hirers, undertaking show rounds as requested.
- Maintain an accurate letting diary for internal and external activities and bookings.
- Assume responsibility for the safe-keeping and secure-storage of booking-related documents.
- As appropriate, issue church licences to accompany each letting/booking.
- Ensure hirers are familiar and compliant with church policies including, but not exhaustive to, safeguarding and permitted gambling on Methodist premises.
- Accept and record all bookings for rooms and equipment. (Approval must be obtained from the minister for any use of the Worship Area or Small chapel)
- To submit regular reports to the Church Business Team regarding lettings and premises use.

- Access feedback from hirers and users of the facilities, escalating as appropriate any concerns which are raised to the Church Business Team.
- Give general assistance to volunteers and anyone else using the church facilities as time allows.

Other Duties:

- Ensure that period poverty supplies are maintained in the ladies toilet.
- Any other duties identified by the Line Manager which are within the level of responsibility and capability of the post holder and that are in line with the developing mission of Westborough Methodist Church.

Training Requirements:

- It is a requirement that the successful applicant completes Advanced Safeguarding and Equality, Diversity, and Inclusion at the earliest opportunity to them.
- There will on occasion be the need to attend additional training relevant to the role. This will be undertaken during contracted hours or recorded as time off in lieu (TOIL).

Terms and Conditions:

- This post is offered by way of a permanent part-time contract.
- Working hours are **15** per week to be worked flexibly. It is recognised that on occasion a working pattern including evening working will be necessary.
- The rate of pay for this post is **£12.50** per hour (£9750 per annum actual salary.)
- Annual leave entitlement for a full-time employee is 244.2 hours, based on a working week of 37-hours. Leave for this post is therefore calculated to be **99 hours**, inclusive of public holidays.
- There is a contributory pension scheme to which eligible employees will be auto enrolled and details of contribution rates will be provided on request.
- All reasonable and agreed expenses will be reimbursed.
- Suitable IT equipment to undertake the post will be provided.
- At least two days are free of responsibilities each week.
- Appointment will be conditional on and subject to:
 - Receipt of satisfactory references.
 - A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
 - 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 Lettings and Premises Administrator.
- Determine priorities for the Lettings and Premises Administrator work, encouraging appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress on a regular basis and identify any training and development needs of the Lettings and Premises Administrator, offering 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 Lettings and Premises Administrator.

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	Essential	Desirable	Method of Assessment
Education and Training			
Good understanding and use of written and spoken English.	Yes		A, I
Knowledge, Skills, and Experience			
Proven experience in an administrative or office role.	Yes		A, I
Hold a current first aid certificate.		Yes	A, I
Computer Literate. Able to use the internet and Microsoft packages.	Yes		A, I
Confident with using different social media platforms effectively.	Yes		A, I
Experience of website updating and general maintenance.		Yes	A, I
Experience of using on-line meeting platforms.		Yes	A, I
Experience in collecting, collating, and reporting statistical data.	Yes		A, I
Knowledge of Methodist administrative and governance processes.		Yes	A, I
Qualities and Aptitudes			
Good interpersonal skills, with a welcoming and friendly demeanour, an approachable and sensitive style.	Yes		I
Able to relate to and communicate in a culturally relevant way to a wide spectrum of people, establishing trusting relationships.	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		I
Able and willing to work independently for periods of time and as part of a team when needed.	Yes		A, I
Able to adapt to changing priorities and circumstances.	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	Yes		A, I
Any Other Requirements			
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
An understanding of the structure and the workings of the Methodist Church, or a willingness and commitment to learn.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS

A: Application form
I: Interview
Q: Proof of 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 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

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 an offer of employment be 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 document.

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 and a range of Personnel and Financial Processes.