



Candidate Information Pack

## **Centre Manager**

Carecent, Central Methodist Church, York, YO1 8NQ.

Closing date: **Friday 13<sup>th</sup> June, Midday**

Interview date: **w/c 23<sup>rd</sup> June**



## JOB DESCRIPTION

**Job title:** Manager  
**Employed by:** York Methodist Circuit  
**Location:** Carecent, YO1 8NQ.  
**Reports to:** Accountable to the Carecent Executive Committee through an appointed Line Manager.

**Purpose of role:** To manage a person-centred service to those affected by or who are experiencing rough sleeping or homelessness, or who are unemployed, in general need, or who otherwise feel socially excluded from the local community.

**Key relationships:**

- Executive Committee of Carecent.
- Clients and visitors.
- Staff and volunteers.
- External agencies, organisations and partners.

### **Main responsibilities:**

- Recruit, train, mentor and support a diverse and committed volunteer team.
- Maintain and update records, systems, policies and processes to keep Carecent compliant and stakeholders safe.
- Assume operational management of Carecent and manage and work within budgets set by the executive committee.
- Devise, develop and take the lead with creative and innovative fundraising efforts.
- Manage food hygiene procedures to include a robust record keeping system and as required, liaise with York Council environmental health department.
- Prepare as requested by the executive committee relevant financial summaries and reports, attend finance meetings and work within set budgets.
- Maintain and develop professional working relationships with local charities, projects, statutory agencies and the local authority.
- Manage all perishable food stock levels ensuring ingredients and food stuffs are used smartly to avoid the potential for any food waste or spoilage.
- Maintain and develop Carecent's social media visibility, advertising and promoting what the project does, creating articles of relevance and interest on social platforms to engage existing and new supporters.

### Other requirements:

- Prepare and deliver reports, as asked to do so, to relevant Church and Circuit meetings.
- Maintain a good understanding of the culture and ethos of the Methodist Church.
- Undertake all other reasonable duties as requested by your Line Manager.

## Summary of terms and conditions:

Contract type:	Full-time, Permanent Contract
Working hours:	37 hours per week.
Work pattern:	A flexible working pattern, to include evening and weekend working, with at least two days free from responsibilities each week.
Rate of pay:	<b>£18 per hour</b> (£34632 Actual Salary)
Location:	Carecent, Central Methodist Church, York, YO1 8NQ.
Annual leave:	Leave for a full-time employee is 33-days inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	<p>There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of Carecent and the wider Methodist Church.</p> <p>This appointment is conditional on the successful completion of the Methodist Creating Safer Space Foundation and Advanced Module Safeguarding training, within the first 3 months of employment.</p>



## PERSON SPECIFICATION

**Job title:** Manager

**Employed by:** York Methodist Circuit

**Location:** Carecent, YO1 8NQ.

**Reports to:** Accountable to the Managing Trustees of York Methodist Circuit through an appointed Line Manager.

<b>E = Essential, D = Desirable, M = Method of Assessment</b>	<b>E</b>	<b>D</b>	<b>M</b>
<b>Training and Qualifications</b>			
Good understanding and use of written and spoken English.	Yes		A, I
<b>Knowledge, Skills and Experience</b>			
Experienced manager of people– able to inspire and ‘get the best’ out of a diverse group through the use of motivational and emotional intelligence.	Yes		A, I
Experienced working within a social care setting or an organisation that supports vulnerable and marginalised people.	Yes		A, I
Proficient user of social media with an understanding of how the different platforms work and how people engage with them.	Yes		A, I
An understanding of the issues and barriers commonly faced by those experiencing homelessness and social exclusion.	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to develop and maintain credibility and influence others both internally and externally, representing Carecent at relevant meetings and events.	Yes		A, I
Able to communicate effectively, confidently and intelligently across a diverse and wide range of existing and potential stakeholders.	Yes		A, I
Empathetic and calm, with a non-judgemental approach to conflict resolution.	Yes		A, I
An active listener able to engage with people 1-1 or in group settings; speaking, listening, and signposting as appropriate, managing people’s expectations.	Yes		A, I
Excellent organisation skills to plan and manage an impactful work schedule.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of those Carecent support.	Yes		A, I
Able to communicate with confidence, both verbally and in writing, in a culturally relevant way to all ages and backgrounds.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to confidentiality.	Yes		A, I
<b>Any Other Requirements</b>			
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of life.	Yes		A, I
A commitment to work in response to the needs of Carecent.	Yes		A, I
To be an active participant in any relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

### Method of Assessment:

A: Application form; I: Interview; Q: Proof of Qualification; P: Presentation; DBS: DBS Check

### Next steps:

General enquiries and informal conversations about the role, and to arrange a visit to the project are actively encouraged. In the first instance we ask that you direct all such enquiries by email to Kiera Snaith by email at [admin@carecent.org.uk](mailto:admin@carecent.org.uk)

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

### Anticipated timeline:

We anticipate the successful applicant to be able to start in post July/ August 2025.

1. Closing date:	Friday 13 <sup>th</sup> June, Midday
2. Shortlisting date:	w/c 16 <sup>th</sup> June
3. Interview date:	w/c 23 <sup>rd</sup> June

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Carecent, YO1 8NQ.

### **Adjustments:**

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 the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

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

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

### **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

### **References:**

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. 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. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

### **Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, 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 and abilities 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.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.