

Community Outreach Worker and Church Centre Manager (‘Centre Manager’)

St Andrew’s Community Church

Hawthorn Grove, Combe Down, Bath, BA2 5QA

HTCD comprises Holy Trinity Church (HT) in Combe Down village and St Andrew’s Community Church (StACC) on the Foxhill Estate. We have a vacancy for a part-time Community Outreach Worker and Church Centre Manager at St Andrew’s to perform a varied role.

Background

The Foxhill Estate has a high level of social need and the current regeneration of Foxhill together with the building of the new Mulberry Park Estate is leading to profound anxiety amongst residents of Foxhill.

StACC sees itself as a ‘hospital’ and a ‘lifeboat’, to the community. The church has an ‘open door’ policy, welcoming all local people to StACC throughout the week regardless of their faith, age, or ethnicity. The aim is to offer physical, emotional and spiritual encouragement to people of all ages through being a reliable & constant presence every day of the week.

This role is central to our current outreach work which includes:

- Foxhill Focus – a weekly lunch club for lonely & vulnerable people
- Youth Club – a weekly (term time) club, for 20 or more young people from Foxhill.
- Messy Mondays Toddler Group & Tuesday Toddlers for 50-60 parents/carers & children, inc. lunch.
- Families work - we make regular visits giving emotional & practical support based on the needs of the families.
- Needles and Natter a weekly craft club for 20 over 55's.
- Hope Café - a weekly donation only café
- Hiring our premises to supportive groups – such as adult learning classes or Goldies’ Seniors choir.

StACC is also a Christians Against Poverty (CAP) Debt Centre and supports 'Family Matters' & 'Connecting Families'.

Job Description

The Purpose of the Post

The post is a key member of staff in delivering the vision of St Andrews to provide a beacon of God's love to the community of Foxhill under the overall vision of the Associate Minister and the StACC Leadership team.

1. Community Outreach

Your role will be to support our existing outreach projects (above) and to develop more ways of providing a welcoming 'safe place' where people from Foxhill are loved, listened to and encouraged and, where possible, have their practical needs met.

You will have a responsibility to provide a much needed stable, reliable and supportive relationship with individuals/ groups of residents in Foxhill & build cohesion with Mulberry Park through the following:

- emotional & practical support for those deeply worried by their housing situation, experiencing ongoing depression/addictions/ill health; home visits as appropriate.
- practical help for vulnerable people with utility companies/housing associations phone calls/letters.
- signposting clients to classes/programmes, e.g. Grow for Life gardening, cookery classes, wellbeing groups.
- relationship building with new Mulberry Park residents.
- Enhancement of relationships with key community groups, e.g. Foxhill Residents Association, Save Foxhill Campaign, Curo Housing Assoc. to encourage good interaction between the groups.
- increase recruitment/manage volunteer group - some vulnerable people benefit from volunteering.
- arranging volunteer training, e.g. Food Hygiene/First Aid.

Hope Café – Foxhill Focus.

You will be responsible for:

Relaunching Hope Café & developing Foxhill Focus - through church website, social media and door to door leafleting, - target to cover the whole estate within the first six months.

- Recruiting volunteer cooks and helpers; organizing rotas and motivating the team.
- Set up and host each meeting.
- Pastoral care of service users and volunteer team.
- Where appropriate, home visits and practical support.
- Volunteer Team building – individually and group events.
- Encouraging good relationships between service users – through biannual social events

Organising Events

In addition, you will be responsible for event organisation for StACC community outreach events such as jumble sales, cake sales and StACCtion Days. Tasks include but are not limited to; creating an event organisation timetable and recruiting volunteers, assigning tasks and creating a rota, advertising, hiring/purchasing resources required, organising set up and tear down and catering.

2. Centre Manager

As Centre Manager you will be responsible for running the Church building.

Reception

You will often be the first point of contact for visitors whether in person, by email or by telephone. A welcoming manner is essential to this role. You will have a duty to be familiar with the activities in the

building and produce information about upcoming services and events.

Room Hire

You will be responsible for managing all the bookings taken for the premises. The hire of our premises is a key element of church income and the emphasis for our Centre Manager is both on effective care of our customers but also to be sensitive to opportunities to share the gospel when appropriate.

You must ensure that:

- booking forms are kept up to date with current risk assessments, pricing information etc. and a record of all bookings is kept
- the activities are suitable for a church (in consultation with the Minister)
- bookings comply with our insurance and Health and Safety Policy
- quotations are accurate and passed to the Finance Officer promptly to raise timely invoices.
- the opening of the buildings (including out of hours) for each hire has been booked
- the heating/ventilation system is programmed for the hire
- the premises are clean
- the kitchen meets appropriate hygiene standards for hirers and that they have been instructed how they are to leave the premises after use
- the required room layout has been set up/organised
- assistance is offered towards marketing or promoting the activity

Purchasing and Finance. You will;

- ensure there are adequate office and catering supplies including, in conjunction with Ministry leaders, craft materials for children's activities.
- be responsible for logging the receipt of all invoices and ensuring the correctly authorised paperwork is sent to the Church Rooms promptly.
- be responsible for petty cash and for ensuring that cash takings on the premises are managed securely by staff and volunteers.

Health and Safety. You must;

- ensure the Health and Safety logs are kept up to date,
- ensure risk assessments are carried out by centre users where appropriate.
- monitor the use of the kitchen via a weekly log to ensure that users are complying with food hygiene requirements.
- Ensure the building is secure if last out - or organise this in your absence
- Follow and monitor whether lone working guidelines are followed
- report on the above to the Operations Manager as requested

Physical Environment. You must;

- make regular checks of cleanliness and security and liaise with the Caretaker to resolve issues.
- liaise with the caretaker on repairs and improvements.
- organise an annual deep clean of the premises in August

You will join a staff team who work between offices at St Andrew's and at Holy Trinity Church Rooms. You will be required to attend staff meetings and staff prayers twice a month.

Personal Attributes & Qualifications

You will have a clear personal faith in Jesus Christ, a desire to share the Gospel with the community, and a willingness to join the worshipping family of StAcc. You will be a well organised and self-motivated person who has:

Proven communication skills in particular;

- a polite, clear and concise telephone manner
- interface well with the public
- engage and motivate volunteers and develop their skills
- write adverts and promotional copy for use on flyers, posters and invitations and also the church website.

IT Skills

- Confidence in operating a personal computer
- Confidence in working with Microsoft office – (Word, Publisher and PowerPoint)
- Ability to use the Microsoft Outlook email package

Other Skills

- Experience of catering for café style outreach would be preferred but is not essential
- Health and Safety Certificate (Level 1) or willingness to acquire
- Food hygiene qualification or willingness to acquire
- First Aid at Work certificate or willingness to acquire
- Mental health awareness training or willingness to acquire

Personal Attributes

- The ability to work on own initiative as necessary
- Eagerness to learn and develop
- Reliability and flexibility
- Relational and bridge building skills

Accountability

The Church Centre Manager is employed by the Combe Down Parochial Church Council and the line manager for this post will be the Associate Minister for St Andrews Community Church.

Training and Support

- Ongoing training and professional development will be supported.
- Regular supervision meetings and annual appraisal with line manager.

Other Details

The post will be confirmed subject to an enhanced Disclosure and Barring Service check.

Contract:	A one year contract subject to completion of a month's probation.
Employer:	The Parochial Church Council of Holy Trinity Combe Down
Annual Holiday:	33 days (includes public holidays) pro rata
Contractual Hours:	20 hours per week preferably over five mornings
Salary:	£22,442.06 p.a. pro rata (plus pension)

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