JOB DESCRIPTION

JOB TITLE: Church Centre and Events Coordinator

LOCATION: Hull Community Church, Newland Avenue, with some local travel as needed.

SALARY: £20,000 to £22,000 per annum for 30 hours per week, dependent on experience (£23,333 to £25,666 FTE)

HOURS: 6 hours per day, Monday to Friday with flexibility for exact times. Some weekend and evening work required, with time off in lieu.

REPORTS TO: Head of Community Development

OVERALL PURPOSE OF THE JOB

To coordinate and organise the running of the church centre and events.
This will include leading on building management and maintenance, line management of caretaking, cleaning and administration staff, health and safety, events planning and coordination, book keeping, and all the administration needs of the organisation.

ROLE DUTIES AND RESPONSIBILITIES

Coordination of the building and facilities

1. Ensure the smooth running of the building, including repairs, maintenance and cleaning so that the building is kept clean, presentable and safe for everyone who uses it.
2. Oversee caretaking, cleaning and administration staff.
3. Coordinate room bookings both for church activities and external bookings, and maximise the income the organisation receives from external bookings.
4. Lead on health and safety, including booking and recording regular safety checks, maintaining policies, completing risk assessments, ensuring staff receive the necessary training, updating staff about changes in policies and procedures.
5. Lead on ensuring the kitchen complies with environmental safety policies and procedures.
6. Oversee contracts for building maintenance and safety
7. Oversee utilities, IT and phone contracts and negotiate prices.

Coordination of events

8. Support the leadership team with managing events, including creating an annual schedule, clear plans for each event, leading on the set up and set down, moving room bookings where required, and organising staff team and volunteers so that events are properly staffed and run smoothly.
9. Ensure regular events and activities are organised, including coordinating rotas, managing room bookings, and making sure rooms are set up appropriately by caretaking staff.

Finance and Human Resources

10. Ensure the processes for financial management run smoothly, such as banking and keeping financial records like receipts, invoices and other financial transactions.

11. Enter all financial transactions in the church's book keeping system and complete financial checks such as bank reconciliation and reconciling the petty cash.
12. Liaise with the treasurer to feed into monthly and annual accounts.
13. Ensure there is a system for HR processes and recording, including holiday, sickness, new starter forms, DBS checks and so on.
14. Book and record staff training.

Communications

15. Ensure events and activities are well publicised across a variety of media, working with the leadership team
16. Respond to phone calls, emails, letters, social media messages etc to the church.
17. Ensure that there is good communication across the staff and volunteer team, for example about planned events, new policies, building maintenance etc
18. Keep action lists, minutes and circulate actions to relevant people for meetings as required

General Administration

19. Ensure the smooth running of all office and administration activities, for example ordering office, kitchen and other supplies, keeping notes and records where needed, collating information needed for reports and so on.
20. Acting as executive assistant for the Church Leader, Head of Community Development and trustees.
21. To carry out other activities which may, from time to time, be requested by the Church Leader or Head of Community Development.

COMPETENCIES

To carry out this role, we are looking for someone who is competent in the following areas

1. Coordination, planning, and forward thinking
   We are looking for someone who is not only super-organised, but who can see what needs to be done over a period of time and plans to make sure everything is completed when it is needed.

2. Attention to detail, with the ability to complete and finish a task to a high level
   We are looking for someone who can complement the team by bringing a focus on the detail, and completing tasks to a high level. This could be noticing the small elements of an event that make sure people attending get a good experience (eg disabled access or making sure there are bins set out), or making sure everything is tidied away in the correct place after an event, or it could be chasing down the last receipt from a month's finance records or finalising a report with no typos.

3. A good team worker
   We have a strong team ethos, and know we all need help sometimes. We are looking for someone who recognises when they need help and is not afraid to ask, at the same time as being willing to help others when they ask.

4. Willingness to work autonomously when required
   This role contains a range of different responsibilities and competing priorities, and we are looking for someone who can plan their work, prioritise, and ensure deadlines are met. This may be by asking for help from other staff members or volunteers, but we are looking for someone who sees what needs doing and can put a plan in place to get it done. In other words, we're looking for someone with a problem-solving, can-do attitude.

5. Ability to lead a team
   We have a part time cleaner and 2 part time caretakers who the Coordinator will need to manage and motivate to reach their objectives. We also plan to recruit a junior administrator or apprentice who would be supervised by the Coordinator.

6. Willingness to work within the organisation's values and vision, and to motivate others to do the same
   The church values and vision are to celebrate faith, justice, diversity and community. We aim to be an inclusive church, which we take to mean a church which celebrates and affirms every person and does not discriminate against people on grounds of disability, economic power, ethnicity, gender, gender identity, learning disability, mental health, neurodiversity, or sexuality.

JOB DETAILS

Annual Leave: 5 weeks per year, plus bank holidays

Workplace pension

This post is subject to a 6 month probationary period

Notice period: 1 month