



# Euxton Parish Church

<b>Job title:</b>	<b>CENTRE COORDINATOR</b>
<b>Employed by:</b>	Parochial Church Council, Euxton Parish Church
<b>Responsible to:</b>	Vicar, Euxton Parish Church
<b>Work Location:</b>	Flexible: There is a requirement for some hours to be done on site, but most can be done remotely
<b>Hours of Work:</b>	15 hours per week
<b>Salary:</b>	£7,722 per annum (£9.90/hr)

## **OVERALL PURPOSE OF THE POST**

To coordinate the day-to-day management and organisation of the Church Community Centre, ensuring its smooth running and developing the use of the Centre in line with the vision of the parish.

## **MAIN DUTIES**

### *Administrative*

- Manage all centre bookings. This will include: responding to bookings and queries, ensuring that the appropriate forms are completed, the diary is maintained, organising the invoices, chasing payment for all bookings and ensuring each booking has a link person should an issue arise.
- Ensure legislation and policies are adhered to (e.g. booking forms, Health & Safety and Safeguarding).
- Promote the Church Community Centre within our community and grow the bookings.
- Keep records of key holders.
- Ensure that contracts for utilities are suitable and in place.
- Responding to email and phone enquiries in a timely manner.
- Producing regular reports for PCC meetings.

### *Financial*

- Prepare an annual budget for the Church Community Centre for consideration by the PCC and monitor throughout the year.
- Reconcile monthly bank statements and maintain detailed accounts.

### *Practical*

- Meet potential hirers/tradespeople to show them around the Centre/gain access.

- Buying or ordering consumables for cleaning, maintenance and repair.
- Coordinate prompt repairs to the centre building and equipment as necessary (either through volunteer team or tradespeople).
- Ensure that routine servicing and testing is completed, as required (e.g. PAT testing and fire extinguishers)
- Ensure that the heating is set for the hall in accordance with bookings.
- Ensure that the bins are put out.
- Ensure cover when you are not available

#### *Other*

- Undertake appropriate role-related training as required.
- To undertake other duties as requested by the Line Manager as and when requested.

#### **PERSON SPECIFICATION**

- It is desirable that the post holder is a Christian. If not, then they must be in sympathy with the vision of the parish and centre.
- Administrative skills, including computer literacy to manage emails, bookings, invoicing, banking and the website content.
- Good level of general education or relevant equitable work experience.
- Proven experience of working in administration and coordinating different work streams.
- Ability to manage time effectively, use initiative in prioritizing work and achieve deadlines.
- Good organizational skills.
- Ability to communicate using a variety of media, relating well to a range of people and situations.
- Excellent time management and organisational skills with the ability to lead self and be a self-starter.
- High degree of enthusiasm, honesty and reliability.
- Reliability and willingness to be flexible in the weekly pattern of working hours.
- Adaptability, flexibility and ability to work as part of team.
- Ability to deal with queries on own initiative.
- Ability to meet deadlines in spite of obstacles.
- Ability to carry out work of a confidential nature.
- Professional manner and appearance.
- A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working.
- Willingness to accept responsibility and to take initiatives.

*The appointment is subject to the post holder successfully obtaining a basic DBS Check.  
This job description does not form part of your Contract of Employment*

## **FURTHER INFORMATION**

### *Background information*

Euxton Parish Church Community Centre provides a key facility to the local community of Euxton and the surrounding area. The centre is owned by Euxton Parish Church. After substantial investment, through grant funding and regular fundraising, the centre has managed to attract a large number of regular users and one-off bookings.

### *Facilities*

The centre comprises one large hall that holds up to approximately 100 people with an adjoining medium hall that can accommodate approximately 45 people (currently used as a pre-school), one classroom (approximately 20 people) and one meeting room (with sink facilities) for 15/20 people. There is a self-contained annexe with toilets and kitchen-style sink. The annexe can accommodate around 45 people. In addition, there is a fitted kitchen area adjoining the main hall and appropriate toilet facilities are available. The centre operates 7 days a week.

### *Hours*

This role is for 15 hours per week. There may be some evening and weekend work required (but this can be kept to a minimum). We require a coordinator who can be flexible according to the needs of the centre and its users.

### *Place of work*

Whilst some of the work will need to take place at the Church Community Centre, we are flexible about the other areas of the role. There is an office space at the Church Community Centre or it may suit someone to do some of this role from home.

### *Diversity & Safeguarding*

Euxton Parish Church PCC believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.

Euxton Parish Church PCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.