



Euxton Parish Church

Job title:	Church Community Centre (CCC) Co-ordinator
Employed by:	Parochial Church Council, Euxton Parish Church
Responsible to:	Vicar, Euxton Parish Church
Work Location:	Church Community Centre
Hours of Work:	12 hours per week (min 4 days)
Salary:	£8299.20 per annum (£13.30/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, showing people around ensuring that the appropriate booking 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, ensuring monthly key code changes are communicated.
- Ensure legislation and policies are adhered to (e.g. booking forms, Health & Safety and Safeguarding).
- Research best practice and keep policies & procedures up to date.
- 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.
- Updating terms of hire and implementing price increases.

Financial

- Payment of invoices to suppliers.
- Reconcile monthly bank statements and maintain detailed accounts with support of the finance team.
- Prepare an annual budget for the Church Community Centre for consideration by the PCC and monitor throughout the year.

Management

- Line management of the caretaker
- Cover for the caretaker as and when required

Maintenance

- Create and deliver a planned maintenance and capital projects schedule.
- Obtain any quotes required and submit to PCC appropriately.
- Liaise with tradespeople re access (and with caretaker if appropriate)
- Order consumables.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation.

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.
- 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 and lead others.
- 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.
- Understanding of caretaking or maintenance would be beneficial; as the post-holder will be expected to liaise with trades-people etc.

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 continues to grow 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 snug and one meeting room both 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 12 hours per week over a minimum of 4 days. 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. Part of the role is cover for the caretaker when required.

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.

Probationary Period

This role is subject to a 6 month probationary period.

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.