



Job Information Pack

Centre Manager,

Willington Open Door Methodist Church,
Wesley Street, Willington, DL15 0AG.

Closing date: **8th October 2024**



Introduction:

Willington Open Door Methodist Church seek to appoint a Centre Manager on a part-time 30-hour per week, 3-year fixed term contract, paying an annual salary of £23400 (FTE £28860).

About the role:

We seek to appoint a centre manager for our church premises. The successful applicant will coordinate the day-to-day development of our church project called Our Confident Community (OCC), which offers a range of support activities to our local community. OCC works with others to make our community a better place to live, work and relax in.

The centre manager will also liaise with all building users to ensure that the church remains a safe and welcome place for all. The role involves overseeing and coordinating the activities and use of the building by the team, partner agencies as well as external groups. The centre manager will also facilitate church events and groups.

The role includes the management of the OCC employees and volunteers who are a diverse team, as well working closely with the Grace and Flavour Café, which is a community café on site.

Visit our [Facebook page](#) to learn more about the work that we do at Willington Open Door Methodist Church.

Working arrangement:

Our core hours of operating are 8am to 3pm, Monday to Friday. There is some flexibility within those hours and occasional evening, or weekend working may be required.

Faith and worship:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing the Methodist Church.

Next steps:

Informal enquiries about the role should be addressed to Sue Hine via email at suewodmc@gmail.com
Please note that applications sent to this email address will not be accepted.

To download an application form please [click here](#).

Return completed application forms by email to David Dixon at anthonydaviddixon@btinternet.com

Anticipated timeline:

A flexible start date following the interview date is available. This will be discussed at interview stage.

1. Closing date:	Tuesday 8 th October (Midday)
2. Shortlisting:	Wednesday 9 th October
3. Interview date:	Friday 18 th October

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 Willington Open Door Methodist Church, DL15 0AG.

Job Title: Centre Manager.
Employed by: Willington Open Door Methodist Church.
Location: Willington Open Door Methodist Church, Wesley St, Willington, DL15 0AG.

Reports to: Line management will be provided by the Minister with pastoral responsibility for Willington Open Door Methodist Church and the church Vision & Planning Group.

Purpose of role: To coordinate the day-to-day development of our church project, 'Our Confident Community.' (OCC)
To liaise with building users to ensure that the church remains a safe and welcome place for all.
To oversee and coordinate the activities and use of the building by the team and partner and external agencies.

Line management responsibilities: The role requires line management of a small, diverse team:

- 2 x 10-hour per week OCC Project Workers.
- 1 x 10-hour per week Elderly Support Worker.
- 1 x 20-hour per week Administrator.
- 1 x 3-hour per week Eco Worker.
- 1 x 10-hour per week Caretaker.
- 1 x 2-hour per week Cleaner.

(NB: Total of 5 employees as 2 employees hold dual roles.)

Main duties:

- Share in, and help to shape, the vision of 'Our Confident Community' (OCC) project (as part of Willington Open Door Methodist Church) to support and empower residents of Willington to live a life that flourishes in an economically deprived area.
- Provide leadership within a team setting, delegating as appropriate by drawing on the strengths of employees and volunteers, seeking to encourage and develop others.
- Ensure excellent liaison, relationships and understanding with local businesses, agencies, partners and community groups to meet agreed needs of residents and avoid duplication where possible.
- Be a welcoming and watchful presence in the building, representing Willington Open Door Methodist Church to all who come onto the premises.
- Be comfortable in dealing with a wide variety of people, including those who are vulnerable and/or facing challenging circumstances, and responding appropriately.
- Lead a diverse team of employees and volunteers well, ensuring clarity of roles, collaborative working, good communication and appropriate required training.
- Develop and maintain excellent relationships with building users (both groups and individuals)
- Contribute to the development and management of OCC activities by the employed and volunteering team and approved partner agencies.
- Manage and coordinate building use by external groups, in conjunction with the Administrator.
- Recruit and develop a volunteering team, in line with Methodist Church Safer Recruitment.
- Have a flexible approach in facilitating building use for church occasions such as funerals.
- Contribute to grant applications, including providing information, identifying priorities for areas of funding and submitting bids. Ensure the reporting requirements of terms and conditions of numerous grants to respective funders are met. Attending/ hosting meetings as required.
- Oversee and assist in communication regarding OCC, including generating publicity and developing promotional material in a variety of formats (e.g. print and online).
- Report to Vision and Planning Group and be willing to contribute to its meetings as required.

- Work closely with the Safeguarding Officer to ensure that all concerns are recorded, shared appropriately, and that Methodist Safeguarding policy and practice is followed, including in the recruitment of new volunteers. Participate in regular Safeguarding meetings.
- Work closely and collaboratively with the Property Steward who will oversee routine maintenance checks and as required arrange repairs.
- Comply with GDPR requirements, food registration, and other legal requirements as well as the policies and procedures of The Methodist Church.
- Work closely with Grace and Flavour, our on-site community Café, who provide refreshments for all OCC activities.

Other requirements:

- Develop and maintain a good understanding of the culture and values of the Our Confident Community Project, Willington Open Door Methodist Church and West Durham Methodist Circuit.
- All other reasonable duties that support the developing purpose and mission of Willington Open Door Methodist Church.

Summary of terms and conditions:

Contract type:	Part time, 3-Year Fixed Term Contract.
Working hours:	30 hours per week.
Working pattern:	The 'Our Confident Community' Project normally operates within the core hours of 8am to 3pm Monday to Friday. There is some flexibility within those hours with liaison for other groups and meetings outside by prior arrangement. Occasional evening or weekend working may be required.
Rate of pay:	£15 per hour (£23400 salary).
Location:	Wesley St, Willington, Crook DL15 0AG.
Annual leave:	Leave for a full-time employee is 244.2 hours. Leave for this post is 198 hours, 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 may be eligible to join the Scheme, subject to certain provisions.
Probationary period:	Appointment is conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure:	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD). At the request of your Line Manager there may on occasion be a need to attend further training relevant to the role and the requirements of the Circuit and wider Methodist Church. This will be undertaken in contracted hours or recorded as time off in lieu.

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	Essential	Desirable	Method
Knowledge, Skills, and Experience			
Professional qualification and/or demonstrable experience of working and/or volunteering with vulnerable adults and families.	Yes		A, I, Q
Special Knowledge and Skills			
Food Hygiene and sustaining Food Business Registration.		Yes	A, I
Proficient in the use of computer applications e.g. Microsoft Office etc.	Yes		A, I
Oversight of social and printed media.		Yes	A, I
Proven Ability			
Experience of working or volunteering with people with complex needs.	Yes		A, I
Experience of developing and managing volunteers.	Yes		A, I
Experience in the delivery and development of community projects.	Yes		A, I
Experience in building effective partnerships with agencies, local businesses and local residents and community groups.		Yes	A, I
Experience of Managing grant funding from multiple sources, including report writing, budgeting and presentations.	Yes		A, I
Experience of working with Safeguarding policy, including safer recruitment of volunteers.	Yes		A, I
Experience working with Risk Assessing and Health and Safety Policies.		Yes	A, I
Experience of managing a diverse team with person centred approach.	Yes		A, I
The ability to prioritise competing demands well.	Yes		A, W
Any Other Requirements			
Able to welcome people of all ages and backgrounds, in a warm and caring way, that upholds our Christian principles and that of the OCC Project, where as a Church, we share our faith through support groups and activities which contribute to making our community a better place to live work and relax in.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		A, I
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		DBS
The successful applicant must be comfortable working within, representing and be supportive of the Christian faith, and be committed and sympathetic to the aims of the Methodist Church.	Yes		A, I

Evidence: A: Application form; I: Interview; Q: Proof of Qualification; W: Written Exercise

Disability:

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 this recruitment process. If you have any questions about the way that we are recruiting, please do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK 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 contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is imperative 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 during the recruitment process.

Having a criminal record does not necessarily bar you from working for us however 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 will be used to administer your employment with us. By applying we assume 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.

Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times.

They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.