



Job Information Pack

Community Hub Manager

Hutton Rudby Methodist Church & Community Hub
North Side, Hutton Rudby, Yarm, TS15 0DA.

Closing date: **Midday, 2nd February 2025**

Interviews: w/c 10th February 2025



INTRODUCTION

About us:

The Chapel Hub is a Church led, community-based project which has been running for close to 10 years. Opening its doors Monday to Saturday as a café and community space with the Christian ethos of 'meeting people where they are at' the hub provides a space for sharing open hospitality in a warm and welcoming environment for all.

Learn more about the work that we do here: <https://huttonrudbymethodists.co.uk/>

About the job:

We seek to employ a part-time Community Hub Manager for our thriving Chapel Community Hub, situated within the Methodist Church in Hutton Rudby.

We anticipate that with the support of the Hub Operations Team, Church Leadership Team and Circuit Safeguarding Officer the successful applicant will:

- lead the development and promotion of the Community Hub, enhancing community relations through strong and effective operational and stakeholder management.
- maintain a welcoming, inclusive and commercially viable community space, being the recognised and trusted face of the Community Hub.

The Community Hub is part of the missional life of the church and where appropriate we would like our Community Hub Manager to be involved with Church based initiatives within the Hub.

Working arrangement:

The role is a part-time post, to include elements of weekend and evening work.

Faith and worship:

Although having a Christian faith is not a requirement for the post, the manager needs to be sensitive and sympathetic to the Christian beliefs held by those within the Methodist Church and gain an understanding of its working practice to aid them in their role.

Next steps:

We actively encourage informal enquiries, questions and conversations about the role. In the first instance please address these by email to huttonrudbymethodists@gmail.com

Please note that applications sent directly to this email address will not be accepted.

To make an application you should complete an application form and return to hr@darlingtonmethodistdistrict.org.uk before Midday on the closing date.

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	2 nd February 2025
2. Interview date:	w/c 10 th February 2025

1. We reserve the right to close the vacancy before this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Hutton Rudby Methodist Church and Chapel Community Hub, North Side, Hutton Rudby, Yarm, TS15 0DA.



JOB DESCRIPTION

Job Title: Community Hub Manager.
Employed by: Hutton Rudby Methodist Church.
Location: Hutton Rudby Church and Chapel Community Hub, TS15 0DA.

Responsible to: The Community Hub Manager will be accountable to the managing trustees of Hutton Rudby Methodist Church through the appointment of a nominated Line Manager who will supervise their work.

Internal relationships:

- Volunteer team.
- Church Leadership Team and voluntary operations team.
- Circuit Safeguarding Officer.

External relationships:

- User groups and general public.
- Community and voluntary organisations.
- External agencies.

Purpose and Objectives: To lead the development and promotion of the Community Hub, enhancing community relations through strong and effective operational and stakeholder management.

To maintain a welcoming, inclusive and commercially viable community space, being the recognised face of the Hub.

Although the Duties of the Job Description look extensive for a post of 10 hours per week, they are written to indicate the breadth of the job. The appointee will not be expected to accomplish all main duties in the allocated time each week and will be supported by the Hub Operations Team, the Church Leadership Team and the Circuit Safeguarding Officer.

Key Responsibilities:

General Operational Duties

- Ensure the volunteer team are recruited safely and sufficiently trained.
- Ensure operational readiness of the Hub through effective rota planning.
- Ensure legal requirements for the running of the Hub, Health & Safety, Data Protection, the GDPR and Food Hygiene are met.
- Co-ordinate and build on existing relationships with groups, users and the local community.
- Co-ordinate and be present as appropriate at special events taking place in the Hub.
- Support the leadership team with applications for external funding.
- Identify and respond pro-actively to income generation opportunities.

Community Engagement & Development

- Support the scheduling, coordination and record keeping of events, groups and activities.
- Be an active participant in conversations about any proposed Hub initiatives.
- Develop cross-generational community activities.

Safeguarding

- Act as the Church/Community Hub Safeguarding Officer.

- Be the first point of contact for safeguarding concerns and questions signposting in line with Methodist process and as appropriate to the Circuit Safeguarding Officer.
- Ensure a suitable, signed Church/Community Hub Safeguarding Policy is displayed at all times on a safeguarding noticeboard, along with names of Circuit and District Safeguarding Officers, national helplines and other suitable information.
- Make appropriate arrangements for the secure storage and retention of Safeguarding information by the Church/Community Hub, establishing and maintaining a safe sharing process with the Circuit Safeguarding Officer.
- Ensure safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council on any relevant safeguarding matters (at least) annually.

Other requirements:

- Become the recognised face and a trusted presence at the Church/Community Hub.
- Attend Church meetings as necessary and as asked to do so.
- Develop and maintain a good understanding of the culture and values of the Church and Hub, always acting in its best interests.
- Any other duties within the postholders level of responsibility that support the existing and developing mission of both the Church and the Hub.

Summary of terms and conditions:

Contract type	Part-time, 2-year fixed term contract (extension subject to finance).
Working hours	10 hours per week (to be worked flexibly).
Rate of pay	£15 per hour (£7800 salary).
Location	Hutton Rudby Methodist Church and Chapel Community Hub, TS15 0DA.
Required working	A flexible working pattern is a requirement for this role, to include some evening and weekend working.
Annual leave	56 hours per annum, 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 will be 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	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	<p>There will on occasion be the need for training to be completed that is relevant to the role and to the wider requirements of the Methodist Church.</p> <ul style="list-style-type: none"> - It is a requirement of this role that Foundation and Advanced Methodist Safeguarding Training is completed at the earliest opportunity and no more than 6 months from first day of employment. <p>All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are an employer who will try to support your professional development. During your employment with us we will consider any relevant requests for your continuing professional development (CPD).</p>



PERSON SPECIFICATION

Job Title: Community Hub Manager.
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Responsible to: The Community Hub Manager will be accountable to the managing trustees of Hutton Rudby Methodist Church through the appointment of a nominated Line Manager who will supervise their work.

E = Essential, D = Desirable, A = Assessment Method	E	D	A
Knowledge, Skills and Experience			
Experience in the day-to-day management or supervision of a community led project, building or multipurpose venue.	Yes		A, I
Experience of managing established and evolving policies and practices, ensuring legal and governance obligations are consistently met.	Yes		A, I
Experience in recruiting and supervising volunteers; understanding the importance of Safer Recruitment and volunteer development.	Yes		A, I
Experience in working within (or a good general knowledge around) safeguarding protocols, either in a work or voluntary capacity.	Yes		A, I
Familiar and confident user of social media with an understanding of how to engage and interact with other users.		Yes	A, I
Good verbal and written communication skills.	Yes		A, I
Good all-round understanding of data protection principles and the GDPR.	Yes		A, I
Strong organisation and time management skills with the ability to prioritise tasks.	Yes		A, I
Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).	Yes		A, I
Qualities and Aptitudes			
Able to communicate and relate effectively to a wide and diverse range of people, demonstrating a knowledge and understanding of the economic, cultural, and social profile of the area, being sincere and respectful.	Yes		A, I
Able to develop and maintain appropriate boundaries and confidences in all professional and personal relationships.	Yes		A, I
Able to work under pressure, often with competing priorities, and demonstrate integrity and a commitment to confidentiality.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances, willing to meet the current and future needs of the Community Hub.	Yes		A, I
Any Other Requirements			
Be supportive of the ethos and charisms of the Methodist Church.	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 commitment to adhere to and positively promote Methodist policy and process in all areas of the Community Hub.	Yes		A, I
A satisfactory enhanced disclosure from the disclosure and barring service.	Yes		DBS



IMPORTANT NOTES

Adjustments:

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 the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement 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 that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important 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. Whilst having a criminal record does not necessarily bar you from working for us 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 that we hold will be used to administer your employment with us. By making an application, we assume that 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.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.