

Hillsborough Trinity Methodist Church

..... the church by the park  
..... where **everyone** is welcome.



## Job Description, Person Specification, Terms and Conditions

<b>Job Title:</b>	Church Centre Co-Ordinator
<b>Lay Employee for:</b>	Hillsborough Trinity Methodist Church, part of the Sheffield Circuit.
<b>Location:</b>	Hillsborough, Sheffield. With a work base and desk in Hillsborough Trinity's Church Office.
<b>Responsible to:</b>	The Lay Employee will be employed by Hillsborough Trinity Methodist Church, will be Line Managed by the Minister of the Church and will be under the supervision of a Management Team on behalf of the Church Council.

### Job Description

The post is designed to have some key required elements, and to be capable of being flexible to accommodate also the particular skills, experience and interest of the appointed post-holder. The following are the required elements of the post:

1. To facilitate the running of the building and to be based in the office at Hillsborough Trinity Methodist Church. This will involve dealing with the day-to-day needs of the building and meeting members of the public who come into contact with Hillsborough Trinity.
2. To work alongside the existing church and community activities at Trinity, developing relationships with and between groups, supporting them as appropriate, and facilitating the smooth operation of their activities. In particular we would like the post holder to work alongside the Hillsborough Trinity Lunch Club.
3. To work with the church and others in the community in the development of new activities at Trinity as agreed by the church from time to time.
4. To lead on communications about the activities of the church, its own activities and those of the community groups that meet at Trinity. (This will include leading on the creation of advertising leaflets, posters, press material, and the more effective use of Trinity's website, Facebook page and other media as appropriate.)
5. To co-ordinate and manage the bookings of Hillsborough Trinity's mini-bus in partnership with PSCT (Pitsmoor and Shiregreen Community Transport).
6. To support all the voluntary groups by facilitating the training and development of their volunteers, either directly by the post-holder, or in other ways, so that the groups have a strong and effective volunteer base, delivering quality activities. (It will not be the responsibility of the

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post-holder to find volunteers for all the groups. That responsibility lies with the groups themselves, though the post-holder may well find new volunteers in the course of the post-holder's duties.)

7. To have or develop the skills to apply for grants for the Church and support groups in the grant making process. Training can be made available.
8. To work as part of the team of Hillsborough Trinity alongside the Minister, Assistant Minister, Church Stewards and Church members. This involves attending and reporting regularly to the quarterly Church Council and attending Stewards meetings.
9. The post-holder is required to work within the legal and regulatory requirements for employment and the delivery of services within a church and community context. (These include, but are not limited to: health and safety, protection of children and vulnerable adults, use of computers and internet, equality and diversity.)
10. Other duties as may be agreed between the post-holder and the church from time to time.

## Person Specification

Attribute	Essential	Desirable	Method of assessment
Education and training	Education to GCSE or equivalent	Able to demonstrate training in areas relevant to the post Educated to degree level or have equivalent qualification	Q
Relevant experience	Church or community work or support of some form as a volunteer Participation in the life of a Christian Church or Community	Prior work employment either within a church context or not	A,I
Specific qualities or aptitudes	Able to work with all age groups Effective inter-personal communication skills Self-motivated and able to work without direct supervision within a set of goals agreed by the church A good balance of leadership and team-work skills Adaptable, and able to work within changing priorities and circumstances Able to manage a flexible working-time arrangement Able to prioritise and manage time		A,I

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	well		
Specific knowledge and skills	Community development and support issues Competent IT skills in MS Office (Word, Publisher, Excel, Powerpoint). Willing and able to use Social Media.	IT skills: graphics, writing for the web (Church website currently hosted on Weebly)  Knowledge of policies relating to the hire of buildings and use of Church Premises, e.g. Safeguarding, health and safety, hygiene regulations, first aid.	A,I,Q
Any other requirements	Be a Christian or comfortable with working with a Christian community with a variety of expressions of the faith. Integrity and able to work within a Christian ethos Able to work within Methodist Church guidelines Able to travel within the local area Able to lead and/or attend occasional activities at weekends	Driving licence	A,I
Protection	Enhanced disclosure through the DBS system		DBS response
Employment Law	Entitlement to work in the UK		Home office requirements

Key to how attributes will be identified:

Q= qualifications

A = application

I = Interview

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## Terms and Conditions

### Duration

This is a permanent post. The appointment is dependent on continuing funding from trusts, grants and other sources. The church has initially secured funding for three years, and has the capacity, subject to the agreement of the relevant trusts, to be able to continue that level of funding after that three year period.

### Notice

The post holder will be required to give three months' notice of resignation. The employer will normally give three months' notice of termination, though the employer will give six months' notice of the termination of the contact in the event of lack of funding. Other terms apply in the contract for other forms of termination.

### Hours

The normal working hours will be 37 hours per week. The post is flexitime, so the post-holder can be asked, or choose, to work additional hours one week or month with compensatory reduction in hours another week or month. The post-holder may not accrue more than 37 hours additional time at any one time. Up to five days' worth of additional hours may be accrued and converted into annual leave each year.

The working week will normally be Monday to Friday, though there will be occasional weekend duties, which will be covered by the flexitime arrangements.

At least one day will be free of responsibilities each week.

### Annual Leave

There will be 30 days of leave in each calendar year, including statutory holidays, which must always be booked in advance. The post-holder may take forward into the following year up to five days of unused holiday entitlement, but will not be able to accrue more than 35 days for any one year without specific permission for a specific purpose.

### Pay

The salary will be £19,500 per annum, paid in twelve equal monthly payments.

### Pension

You will be automatically enrolled in the NEST (National Employment Savings Trust) Pension Scheme.

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Further details of the scheme will be given to you when you are enrolled, including the contributions that you will be required to make during your membership and your right to opt out if you do not want to be a member of the scheme. While participating in the scheme, you agree to workplace pension contributions being deducted from your salary.

### **Other Terms**

Appointment will be subject to a satisfactory enhanced safeguarding disclosure.

The Appointment will be subject to the satisfactory completion of a six month probationary period.

Annual review will be conducted to help the post-holder and the employer to agree objectives, monitor progress towards objectives, and discern what training might be required.

There will be a small Management Group with representatives from the Church community, and the Minister in pastoral charge (who is also the Line Manager) which will act as a 'sounding-board' and support group for the post-holder.