

## **St Faith's Church and Parish Centre Centre Developer**

St Faith's Church and Parish Centre are well-used community buildings in Lee-on-the-Solent. As a church, St Faith's vision is *to be a welcoming innovative Christian community of all ages and all stages of faith, nurturing spiritual growth, and representing God's living presence in our town*. A key part of "representing God's living presence in our town" is our Parish Centre, which hosts many regular and occasional community events, including fitness classes, art groups, business groups, parties, choirs, dances and meetings. The Centre is also used by groups from within the St Faith's Church community. Information on the Parish Centre can be found here: [www.stfaithsparishcentre.org.uk](http://www.stfaithsparishcentre.org.uk)

We are looking to grow the work of St Faith's Parish Centre, and as such as we wish to recruit an individual to develop the activities of the Centre and grow its use by the community.

The Parish Centre Developer will work alongside the vicar, churchwardens, centre administrator, caretaker and cleaner to ensure the smooth and successful day-to-day running of the Parish Centre, building a welcoming, busy and vibrant community space and providing services and activities for people in the local area.

The Developer will be involved in implementing our business and marketing plans, helping to shape and launch new activities (including our newly installed bar), and establishing new events and partnerships. They will work to maximise use of the available facilities and identify new opportunities through effective marketing, networking and innovative solutions.

**Job Title: St Faith's Parish Centre Developer**

**Responsible to:** St Faith's vicar and churchwardens

**Responsible for:** The development of St Faith's Parish Centre, contributing to the efficient day-to-day management and smooth running of the Parish Centre

**Hours:** 15 hours per week, exact times may vary.

**Holiday entitlement:** Statutory entitlement of 5.6 weeks per annum.

**Probation Period:** One year, with a review at 6 months

**Training:** Will be provided as required

**Remuneration:** £11.50/hr, which is £8,970 a year at 15 hours/week

**MAIN PURPOSE**

The Parish Centre Developer is a varied role incorporating marketing and publicity, face to face hands on work, organisation and administration. The role is key to ensuring the growth of a busy vibrant community centre, providing services, information and activities and developing new business.

The post holder will work with the vicar, churchwardens, administrator and other staff and volunteers to develop the resources, services and projects of St Faith's Parish Centre in order to best utilise our facilities and increase the community use.

**MAIN RESPONSIBILITIES**

- To develop services and facilities to maximise usage of the Centre
- To implement effective marketing strategies and develop publicity that will result in greater use of the Centre
- To work closely and effectively with all staff and volunteers, and to liaise with Centre users, to ensure the smooth running of the Centre and its activities
- To set up and manage the newly installed bar, and to be the holder of the bar licence
- To operate within the ethos of, and under the direction set by, St Faith's PCC, through the vicar and churchwardens

**Room Hire and Promotion**

- To actively promote room hire and maintain and develop positive relationships with hirers to encourage continuity and new bookings
- To develop constructive working relationships with Centre users to enhance the services provided and deliver improvements to the facilities

- To promote the use of the Centre through social and traditional media including websites, Twitter, Facebook, newsletters and the press, maximising publicity opportunities
- To encourage local services and activities to be run from the Centre for example open days, social events, public meetings, advice services
- To run open events to target potential new users of the Centre to visit and view the facilities
- To ensure that the services provided by Centre users are compatible with the terms of their hire
- To develop relationships with local businesses to encourage use of the Centre during office hours

### **Administration**

To work closely with the Centre administrator:

- To ensure all Centre users and visitors to the Centre receive a warm welcome on arrival and assistance is provided promptly and courteously
- To deal with telephone calls and email enquiries promptly and efficiently
- To conduct viewings of the Centre ensuring that details are captured so that bookings are correctly invoiced and events run smoothly on the day
- To ensure all bookings – short, one-offs or long term – are complete and the centre bookings electronic diaries are kept up to date
- To produce and follow up quotes
- To update and maintain efficient and effective administrative electronic and paper systems
- To prepare reports on the Centre’s activities for the PCC and attend meetings as required

### **Finance**

- To be aware of the Parish Centre finances, and to work within set budgets
- To work with the administrator to ensure financial probity, and the efficient administration of monies
- To ensure that financial procedures are followed in accordance with the PCC’s procedures and other relevant legal requirements

### **General Duties**

- To be a key holder and undertake occasional evening and weekend work as necessary
- To assist with setting up and the clearing away of equipment and furniture as necessary
- To attend staff team meetings, supervision and training when required
- To be a participatory staff team member of St Faith’s Church and Parish Centre
- To be mindful of health and safety, and to liaise with the responsible people within St Faith’s, and where appropriate to contribute to the review and update of policies and procedures
- To ensure, in conjunction with the administrator, caretaker and church fabric team, that the building is suitably maintained through the day to day repairs and maintenance programmes
- To contribute to the strategic development of the Centre providing ideas, input and administrative support of specific projects as needed
- To undertake other duties to further promote the objectives of St Faith’s Parish Centre as directed by the vicar and churchwardens

## **PERSONAL QUALITIES**

The Centre Developer will have a strong commitment to ensuring the Centre is a significant part of the Lee-on-the-Solent community, and that the Centre retains its ethos as a church-run Centre. The Developer will also need to be self-reliant, energetic, able to work on their own initiative and to prioritise activities.

The growth of the Centre will depend heavily on the organisational skills of the Developer and their ability to communicate effectively with all members of the community and work alongside colleagues, the church community and St Faith's Parochial Church Council (PCC).

This is a very hands-on people centred position focusing on delivering excellent organisation and customer service. The ability to work flexibly is an essential requirement for the role.

### **Skills and Abilities:**

- A professional attitude and approach to the management of the Centre
- Good communication skills both written and verbal
- Excellent customer service skills
- Good organisational and administrative skills with a keen eye for detail and importance of accuracy
- Knowledge and understanding of financial budgets
- Confident, self-motivated, innovative and able to work under pressure
- Effectively prioritise workloads and manage competing demands on time
- Excellent team skills with the ability to work collaboratively
- Thrives in a busy, challenging and demanding environment
- Demonstrates initiative, ideas, drive and enthusiasm

### **Education and Training:**

- Educated to at least A Level or equivalent qualifications / training relevant to the post
- Good IT skills with working knowledge of Word, Excel and Publisher along with experience of managing and maintaining websites and social media
- Experience in either the voluntary/community sector, business, project management or marketing is desirable

### **Other Requirements:**

- Availability to work evenings, and weekends is desirable, as is the ability to attend the Centre at short notice
- Experience and enjoyment of working with community groups in a paid or voluntary capacity; managing and developing community services, projects or activities would be useful
- As the post is in a church context, knowledge of the Christian faith, and of the Church of England, is desirable