JOB DESCRIPTION

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| Job Title |  SwanBank Centre Operations Manager & Circuit Administrator |
| Reports to | Line Manager: Ruth Jeffries, Supervisor: Kathryn Stephens | Location | Swanbank Methodist Mission, Burslem and other venues as necessary |
| DistrictCircuitChurch | Chester and Stoke on Trent Stoke-on-Trent Mission CircuitSwanbank Methodist Mission  | Hours and Salary |  £29,000 37.5 hours per week(12 hrs circuit) |

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| Job Purpose and Objectives |
| To work with the ministers and team to be key in the oversight and operation of the work of SwanBank Mission and the Stoke Mission Circuit, so that they are able to fulfil their Christian missional purposes in serving the town of Burslem, the city of Stoke-on-Trent and the wider Methodist Church. This role will play a key part in the missional, (social & evangelistic) outreach of SwanBank as not just a church but a centre for the whole community.  |
| Responsible to: | Line Manager: Ruth JeffriesSupervisor: Kathryn Stephens |
| Responsible for: | Team members (volunteers) as appropriate  |

| Main Responsibilities |
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| * **Missional Imperatives**
* To be positive and promotional about the work and mission of SwanBank.
* To facilitate the use of the building as a point of missional outreach across Burslem and the surrounding areas.
* To manage and build relationships with our on-site partner organisations, and develop relationships with other organisations with whom we might work to fulfil our missional imperatives.
* To be a first port of call for organisations and individuals who are engaging with us and work with the rest of the staff to offer a Christian pastoral response to people coming into the building.
* **Church Co-ordination**
	+ To oversee our internal and external communication.
	+ To play a part as part of the wider staff team.
	+ To oversee the Sunday information point and support the volunteer teams coordinator to grow the team.
	+ To work with the property and housekeeping teams to co-ordinate contractors, use & upkeep of the building, and report repairs & maintenance as required.
	+ With the support of others, to research and apply to possible funding streams for the work of SwanBank.
* **Church Administration**
	+ To negotiate utilities contracts with providers.
	+ To manage some basic bookkeeping in conjunction with the church treasurer, ensuring that the relevant financial controls are maintained.
	+ Support with the annual reporting to the Charities Commission.
	+ To oversee ChurchSuite (church database) ensuring the calendar, contacts etc are kept up-to-date.
	+ To manage lettings: bookings, contracts, billing as required, and promote the available spaces as appropriate.
	+ To oversee ordering of consumables.
	+ To support the church in ensuring compliance with Methodist Governance, GDPR and HR.
* **Circuit administration**
	+ Providing administrative support for the circuit treasurer, HR committee and circuit ministers or pastors as guided by the Superintendent/Swanbank ministers.
	+ To support the circuit in ensuring compliance with Methodist Governance, GDPR and HR.
	+ To be the central administration for circuit safeguarding, working alongside an appointed Circuit Safeguarding Officer to ensure recruitment, training and records are kept up to date, and when necessary, organising and promoting training events within the circuit.
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| Terms and Conditions |
| * Terms of appointment: Permanent
* The rate of pay will be: £29,000 per annum
* Normal working pattern: 37.5 hours per week . The working pattern will be Sunday-Thursday, with occasional evening & Saturday sessions.
* All reasonable expenses will be reimbursed.
* There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
* 28 days annual leave, plus bank holidays entitlement per year (pro-rata for part-time employees).
* Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
* Appointment will be subject to satisfactory references.
* Appointment will be subject to the satisfactory completion of a six-month probationary period.
* Opportunities for study and for training.
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| Management |
| The Employee will have both a Line Manager and formal Supervisor whose responsibilities will be to: * Become familiar with the work of the Employee.
* Work with the Employee to encourage the church & circuit in its Mission and Ministry.
* Determine priorities for the work.
* Prepare a personal development plan with the Employee.
* Equip and offer training and development.
* Ensure good communications and positive relationships with the Church Council and Circuit Meeting.
* Monitor and evaluate progress with the Employee on a regular basis and help the Employee work through any issues or problems (meetings with the line manager will take place monthly during the probationary period and quarterly thereafter and with a supervisor one a two monthly basis).
* Act as a “sounding board” to the Employee.
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