

Wakefield Baptist Church
Belle Isle Avenue
WAKEFIELD WF1 5JY
Tel: 01924 382 966



Website: wakefieldbaptistchurch.co.uk
Charity No. 1134998

Centre Manager for Wakefield Baptist Church

Job Title: Part time Centre Manager
Hours: 20hrs p/w
Pay: £12,480 per annum
Duration: 2 years
Location: Wakefield Baptist Church, Belle Isle Ave, WF1 5JY

Wakefield Baptist Church is seeking to employ a Centre Manager who will work with the Church Leadership Team to care for the church community and the church building.

Wakefield Baptist Church is a diverse community based in a building regularly used by a variety of church activities and local community groups. Wakefield Baptist Church celebrates that our primary expression of faith is at our own individual 'coalface' – wherever we find ourselves in our day-to-day lives. The Centre Manager role is essential to the wellbeing of our church community and, in enabling us to express our faith in different ways, plays an important part in the church's ministry.

The Centre Manager is often the first point of communication someone has to our church. This person is the sign-poster and, in passing on and receiving information, provides the communication glue necessary for the church community to function well. This vital role requires excellent organisational, administrative and building management skills. The Centre Manager must demonstrate a measure of maturity in Christian faith and a desire to play a part in fulfilling the church's vision to help people follow Jesus. As they share in prayer and vision with the Church Leadership Team their unique perspective on the daily life of the church centre will help to support the health and growth of the church.

References will be requested and a DBS check completed for the successful applicant. The Centre Manager will report to one of the ministerial team members for line management.

To apply for this post, please send a cover letter and C.V. to Eleanor Brennan (Ministerial Assistant)
Please let us know if you have any disability requirements for interview.

Email: wbc.eleanor@gmail.com

Address: See above.

Tel: 07859 875727

Closing date: Thursday 30th September 2021 Interview date: Monday 4th October 2021



Essential Qualities

- Belief in Christ and able to model a spirit-filled, prayerful life.
- Hospitable and welcoming.
- Able to work well within a team.
- Excellent communication skills both oral & written - displayed both within the church and externally.
- Approachability and good interpersonal skills.
- Ability to organise files and documents.
- Computer literate - ability to use email, Microsoft Office and Google Workspace (e.g. Google Docs, Google Drive etc.), social media (Facebook).
- Ability to maintain confidentiality.
- Ability to recognise the importance of equality, diversity and inclusivity of all individuals, and to model this in your behaviour.
- Be willing to have a full DBS check.
- To have completed and be open to completing Level 3 Safeguarding training.
- To undertake training as appropriate for the role.

Desirable Qualities

- Ability to show initiative within your role.
- Good housekeeping skills – ability to keep the building clean, tidy and in good working order.
- Good stewardship of money – ability to budget and spend money appropriately.
- Good knowledge and understanding of Safeguarding.
- Experience of management of others.

Job Description - Duties include (this list is not exhaustive):

Welcome

- Welcome visitors to the building.
- Ensure safe and effective building use and supervision of visitors.
- Be on call, wherever reasonable.

Communications

- Communication of essential information to the church community – online and in person.
- In conjunction with the staff team, manage communications inside and outside the building, and online.
- Involvement in the maintenance of the WBC website.

Care for the church community

WBC Centre Manager Recruitment 2021

- Ensure the Church Leadership team are aware of welfare needs of those attending the building – the Centre Manager is not expected to meet all these needs themselves.
- Periodically be in charge of managing the safety of church gatherings e.g. community lunch.
- As part of their role, the Centre Manager will have some contact with adults at risk and children & young people.

Buildings Maintenance

- Oversee keyholder provision.
- Identify building maintenance-related issues and oversee maintenance of the church building.
- Ensure the safe and effective running of the building.
- Supervise the cleaning staff and manage volunteers who assist in building upkeep and maintenance.

Office administration tasks

- Manage the main church office space.
- Provide administrative support for the ministerial team and CLT, as required.

Space hire

- Act as first point of contact for space enquiries.
- Manage room bookings including contracts and payments.

Handle finances

- Assist the Finance Deacon/Admin Deacon with financial procedures including handling monies and dealing with invoices.

Policies compliance

- Complete DBS checks for volunteers.
 - Adhere to policies and procedures and assist in ensuring that others comply with church policies.
 - Maintain records of completed Safeguarding and Health & Safety training.
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- General duties as requested by your line manager.