



## WOODNOOK CENTRE CO-ORDINATOR Job Description – Summer 2017

Trinity Community Church is an Anglican and Baptist ecumenical partnership that has been exploring different ways in which it makes connections into its local neighbourhood. One of the key resources the church has is a building, The Woodnook Centre, which has been undergoing refurbishment for the past two years. This work has been completed to a high standard and the building is now a versatile and vibrant hub in the community. It is being used by increasing numbers of people with a wide range of needs and interests. The centre has enormous potential to be a base for ministry and mission.

Trinity has established a Parish Office in the centre. Over this past year, a team were appointed by the church to make links with users of the centre, explore the demography of the community of Woodnook and to help assess the operational needs of running the centre. The work of this team has helped the church to identify the need for a **Woodnook Centre Co-ordinator** to oversee operations in the centre, to promote its availability, and ensure that it remains an hospitable and welcoming place for users, hirers and visitors.

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**Package:** 20 hours per week (with flexibility to cover use of the building)

**Salary:** £9.50 per hour (paid monthly in arrears)

**Contract:** After successful completion of an initial 3 month probation period, a fixed term contract for a further 21 months.

**Start date:** As soon as possible

**Responsible to:** The Ecumenical Church Council (line-managed by the Minister).

**Responsible for:** Supervising volunteers and cleaning staff in the running of the Centre.

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### Duties

- Lead the church's delivery in providing a centre for the local community
- Provide a welcoming presence and hospitality to the users of the centre
- Ensure the safety of users of the building
- Maintain compliance with H&S, Fire, Food Hygiene, Security, Safeguarding, Data Protection – and ensure all users are aware of the legislation and procedures in place
- Ensure all users are aware of the facilities available and adhere to hire contracts
- Monitor the emails sent to the Parish Office, responding and directing them as appropriate
- Answer the telephone and check messages, directing them to the correct people
- Undertake aspects of the church's routine administration, as requested by the Minister
- Supervise volunteers and cleaning staff
- Oversee building maintenance and liaise with contractors, suppliers and external agencies
- Help to sustain working with other organisations
- Support the design and implementation of publicity materials both physically and online
- Actively seek new business for the centre through promotion of the centre
- Oversee room bookings alongside volunteers
- Room set up/take down and light cleaning duties as required
- Collate data of room usage and income for ECC when required
- Monitor a budget for operational activities

## Person Specifications

Quality	Essential	Desirable
GCSE grade C or above Maths & English or equivalent	Yes	
Knowledge of both Anglican and Baptist church operation		Yes
Computer literate and able to use Microsoft Word, Excel, PowerPoint, Outlook, and monitor online publicity	Yes	
Sympathetic to the Christian values and aims of Trinity	Yes	
Knowledge of Fire, Health & Safety Policies, Food Hygiene and environmental procedures		Yes
Experience of dealing with utilities in the event of faults		Yes
Excellent oral and written communication skills and comfortable welcoming a wide cross section of people	Yes	
A passion for connecting with people	Yes	
Attention to detail	Yes	
Self-starter – able to work on own initiative	Yes	
Team player	Yes	
Strong interpersonal skills	Yes	
Reliable and dependable	Yes	
Ability to produce a high standard of publicity material		Yes
Ability to achieve deadlines	Yes	
Physically able to move tables, chairs and equipment	Yes	
Physically able to carry out light cleaning duties	Yes	
Ability to be flexible in terms of working hours	Yes	

## Conditions of Employment

Key relationships and colleagues will also include the Treasurer and Church Secretary and other Elected Church Officers.

There is a right of appeal to the Church Wardens in case of grievance.

The post is for 20 hours per week. Flexibility about the pattern of work, to be agreed.

The place of work will be the Woodnook Centre.

Annual Leave: 5 weeks holiday (pro-rata)

Sick Pay: Statutory provision

Pension: To be arranged in line with new workplace pension regulations.

**The probationary period is 3 months, during which the notice period is one week.**

**Contact Revd Matt Allen on 01254 235089 or email [revmattallen@gmail.com](mailto:revmattallen@gmail.com) for further information or to have an informal conversation about the post.**

**To apply, please email [revmattallen@gmail.com](mailto:revmattallen@gmail.com) to request an application form.**

**The closing date for applications is Monday 14<sup>th</sup> August 5.00pm**

**Provisional interview date: Saturday 9<sup>th</sup> September 2017**