



Job Information Pack

Centre Manager,

Willington Open Door Methodist Church,
Wesley Street, Willington, DL15 0AG.

Closing date: **9th January 2025**



Introduction:

Willington Open Door Methodist Church seek to appoint a Centre Manager on a part-time 30-hour per week, 3-year fixed term contract, paying an annual salary of £23400 (FTE £28860).

About the role:

We seek to appoint a centre manager for our church premises. The successful applicant will coordinate the day-to-day development of our church project called Our Confident Community (OCC), which offers a range of support activities to our local community. OCC works with others to make our community a better place to live, work and relax in.

The centre manager will also liaise with all building users to ensure that the church remains a safe and welcome place for all. The role involves overseeing and coordinating the activities and use of the building by the team, partner agencies as well as external groups. The centre manager will also facilitate church events and groups.

The role includes the management of the OCC employees and volunteers who are a diverse team, as well working closely with the Grace and Flavour Café, which is a community café on site.

Visit <https://www.facebook.com/willingtonopendoor> to learn more about the work that we do.

About you:

We are looking for a highly motivated, self-starter, able to work without supervision and prioritise work against competing and challenging demands. A good communicator with strong interpersonal skills and a track record of building effective relationships with staff and a range of stakeholders. You will be passionate about community with a desire for a role where you can enrich the lives of others, particularly those with vulnerabilities and complex needs.

Working arrangement:

Our core hours of operating are 8am to 3pm, Monday to Friday. There is some flexibility within those hours and occasional evening, or weekend working may be required.

Faith and worship:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing the Methodist Church.

Next steps:

Informal enquiries about the role should be addressed to Sue Hine via email at suewodmc@gmail.com
Please note that applications sent to this email address will not be accepted.

Return completed application forms by email to hr@darlingtonmethodistdistrict.org.uk

Anticipated timeline:

A flexible start date following the interview date is available. This will be discussed at interview stage.

1. Closing date:	9 th January 2025
2. Shortlisting:	10 th -12 th January 2025
3. Interview date:	20 th January 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants on the 13th January to let them know if we are progressing their application.
3. Interviews will be held in-person at Willington Open Door Methodist Church, DL15 0AG.

Job Title: Centre Manager.
Employed by: Willington Open Door Methodist Church.
Location: Willington Open Door Methodist Church, Wesley St, Willington, DL15 0AG.

Reports to: Line management will be provided by the Minister with pastoral responsibility for Willington Open Door Methodist Church and the church Vision & Planning Group.

Purpose of role: To coordinate the day-to-day development of our church project, 'Our Confident Community.' (OCC)
To liaise with building users to ensure that the church remains a safe and welcome place for all.
To oversee and coordinate the activities and use of the building by the team and partner and external agencies.

Line management responsibilities: The role requires line management of a small, diverse team:

- 1 x OCC Project Worker / Elderly Support Worker (10 hours each role)
- 1 x OCC Project Worker / Cleaner (10 hours / 2 hours)
- 1 x Administrator (20 hours)
- 1 x Caretaker (10 hours)

Main duties:

- Assist in shaping the vision of, 'Our Confident Community' (OCC), our church project, which supports and empowers local residents to flourish in an economically deprived area.
- Support the teams in developing and managing OCC activities, ensuring appropriate required training is in place.
- Provide leadership to a diverse team of employees and volunteers, ensuring clarity of roles that empowers, develops and encourages the team, delegating as appropriate.
- Recruit and develop volunteers, in line with Methodist Church Safer Recruitment.
- Foster partnerships with local businesses, agencies, and community groups to meet the needs of residents and avoid duplication.
- Oversee and assist in OCC communications i.e. in producing publicity and promotional materials, both in print and online.
- Be a welcoming and watchful presence, representing the church to all building users, and responding appropriately to a wide variety of people, including those who are vulnerable and/or facing challenging circumstances.
- Develop and maintain excellent relationships with all building users.
- Manage and coordinate building use by external groups, in conjunction with the Administrator, with a flexible approach to facilitating building use for church occasions such as funerals. Work collaboratively with the property steward.
- Contribute to grant applications, including providing information, identifying priorities for funding and submitting bids. Ensure reporting requirements of funders are met.
- Report to the Vision and Planning Group and contribute to meetings as required.
- Work closely with the Safeguarding Officer to ensure that all concerns are recorded, shared appropriately, and that Methodist Safeguarding policy and practice is followed. Participate in regular Safeguarding meetings.
- Ensure compliance with all legal requirements (e.g. GDPR, food registration, etc), including the policies and procedures of The Methodist Church.
- Work closely with Grace and Flavour, our on-site community Café, that provides refreshments for all OCC activities.

Other requirements:

- Develop and maintain a good understanding of the culture and values of the OCC Project, Willington Open Door Methodist Church and West Durham Methodist Circuit.
- All other reasonable duties that support the developing purpose and mission of Willington Open Door Methodist Church.

Summary of terms and conditions:

Contract type:	Part time, 3-Year Fixed Term Contract.
Working hours:	30 hours per week. <i>We recognise that everyone's circumstances are different, and we welcome proposals and applications from those who cannot commit to work 30 hours per week.</i>
Working pattern:	The 'Our Confident Community' Project normally operates within the core hours of 8am to 3pm Monday to Friday. There is some flexibility within those hours with liaison for other groups and meetings outside by prior arrangement. Occasional evening or weekend working may be required.
Rate of pay:	£15 per hour (£23400 salary).
Location:	Wesley St, Willington, Crook DL15 0AG.
Annual leave:	Leave for a full-time employee is 244.2 hours. Leave for this post is 198 hours, inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period:	Appointment is conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure:	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD). At the request of your Line Manager there may on occasion be a need to attend further training relevant to the role and the requirements of the Circuit and wider Methodist Church. This will be undertaken in contracted hours or recorded as time off in lieu.

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Essential Criteria	Method of Assessment
Experience of leading, managing and developing people: you will have strong leadership and interpersonal skills, able to delegate, empower and develop a diverse team of employed staff and volunteers with a person-centred approach	A, I
Experience in budget and funding management: you will be skilled in day-to-day financial management able to manage budgets effectively across multiple funding streams including report writing and presentations	A, I
Desirable Criteria	
Professional qualification and/or demonstrable experience of working and/or volunteering with vulnerable adults and families.	A, I, Q
Experience in developing funding applications.	A, I
Proficient in the use of computer applications e.g. Microsoft Office etc.	A, I
Ability to provide editorial oversight of appropriateness of social and printed media.	A, I
Project management skills.	A, I
Experience in building effective partnerships with agencies, local businesses and local residents and community groups.	A, I
Experience of working with safeguarding policies and processes.	A, I
Able to manage competing demands.	A, W

Other Useful Skills
Able to welcome people of all ages and backgrounds, in a warm and caring way, that upholds our Christian principles and that of the OCC Project, where as a Church, we share our faith through support groups and activities which contribute to making our community a better place to live, work and relax.
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.
The successful applicant must be comfortable working within, representing and be supportive of the Christian faith, and be committed and sympathetic to the aims of the Methodist Church.

Evidence: A: Application form; I: Interview; Q: Proof of Qualification; W: Written Exercise

Disability:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are recruiting, please do not hesitate to contact hr@darlingtonmethodistdistrict.org.uk.

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is imperative that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record does not necessarily bar you from working for us however this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information will be used to administer your employment with us. By applying we assume you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times.

They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.