



St Laurence Church & Centre
Catford

Centre Manager & Parish Administrator Recruitment Pack



Dear applicant,

Thank you for expressing an interest in applying for the post of Community Centre manager and parish administrator at St Laurence's. This note is designed to provide you with information about the job, and a flavour of working here; the formal jd & person spec follow.

I have been Vicar of this parish since 1989, and over the years have made it a priority to develop the work of our Community Centre. Today, it is a thriving community hub, embedded in the diverse local communities that we serve. Housed in a remarkable 1968 listed building, we provide space for local people to meet for socials, parties, gatherings, meetings, classes and training sessions, and for any number of events attended by a very wide cross-section of Catford people. We cater for the very old (Tamil elders and Turkish elders groups) and the very young (toddlers' groups; Beavers & Cubs; children's martial arts); we host Arabic classes, the largest choral society in south-east London, a Badminton Club, ESOL classes for parents at a local primary school, the local Townswomen's Guild, adult martial arts, blood donation sessions and currently a good deal of filming (eg recently the Boots pre-Christmas TV commercial and a feature film starring Orlando Bloom); we co-operate with the Council to host meetings of the local assembly and some council meetings. Our estimated footfall is around 40,000 p.a.



Prices are kept low to make this valuable resource available for local groups and local people (with substantial discounts available for non-profit organisations) as well as religious ceremonies of all faiths. We are entirely self-sufficient, and receive no public funding except for particular projects. Nonetheless, the building has been well maintained over the years thanks to much work by volunteers, successful grant applications and sustained fund-raising.

As manager, you would be at the heart of this vibrant community hub, managing its income stream to match the diverse needs of its actual and potential users, and overseeing every aspect, human and material, of a building that plays an important role in creating, maintaining and safeguarding the social fabric of this part of Lewisham. You would co-ordinate the work of our large number of willing volunteers, and, additionally, work with members of the clergy and congregation in assisting with some of the administrative tasks necessary to maintaining the smooth running of this warm, welcoming and hugely diverse parish. You would also be looking to the future.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to respect these beliefs but are not themselves required to hold to any particular faith or practice.

I hope you will consider joining a creative and friendly team on our journey, supporting us as we seek to play an increasingly important role in making Catford a good place in which to live, work, study or make a home. If you have any questions or would like to talk about the role, please do not hesitate to get in touch. (Contact details below).

With best wishes from
Fr Charles Pickstone,
Vicar, St Laurence Church.



ST LAURENCE CENTRE, CATFORD

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JOB DESCRIPTION and PERSON SPECIFICATION

Job title: Community Centre Manager and Parish Administrator

Hours: 30 hours per week (working either 4 or 5 days)

Salary: £20–24,000, depending on qualifications and experience (fte: £25–30K)

Terms and conditions: initially, 20 days annual leave plus bank holidays

Location: St Laurence Centre, Catford, London SE6 2TS

Reports to: Vicar

Key relationships: Vicar, Centre Management Committee, Finance worker, Caretaking staff, Church Wardens, Ministry Team

Purpose of the role

- To ensure the smooth running of St Laurence Community Centre, in close co-operation with the Centre Management Committee and the Vicar
- To undertake a number of administrative tasks for St Laurence Church, its Ministry Team and Officers of the church

KEY RESPONSIBILITIES

Management of the Community Centre

- Be responsible for the management of the community centre, including managing the caretaking team in conjunction with the resident senior caretaker (including recruitment, training, rostering and supervision of caretaking staff)
- Deal with booking enquiries, take and manage bookings (invoicing, chasing late payments, managing complaints, negotiating fee reductions); issue parking permits
- Manage the budget; run payroll and NEST pensions for paid staff using Sage software package (training can be given); write cheques as required
- Liaise regularly with the Centre Management committee; take minutes at monthly Centre Management Committee meetings
- Liaise with the senior caretaker regarding maintenance and repairs, and update maintenance task schedule as appropriate
- Ensure all necessary policies and procedures are in place, and are kept up to date; maintain records; undertake regular risk assessments; and follow procedures relating to Health and Safety in the workplace at all times

- Support and develop the role of volunteers assisting in the office; review and implement procedures to ensure clear, efficient and effective office operation
- With the Centre Management Committee, continue the task of evolving a vision for the future of St Laurence's, as circumstances change, and plan and implement strategies to achieve this

Parish Administration

- Maintain a broad general knowledge and understanding of church activities, individuals and current parish events, so that the office can support the Church in its mission
- Provide a high standard of administrative support including preparing and circulating agendas for meetings and minute taking
- Prepare weekly parish news sheet and/or service booklet (InDesign software – training can be given); duplication and occasionally folding of these; archive previous weeks' sheets/booklets; coordinate with those responsible for producing rotas
- Attend monthly ministry team meetings (usually over breakfast); take and distribute minutes
- Keep parish roll up to date on parish database (FileMaker Pro software – training can be given)
- Update some parish registers, write copies of marriage certificates as requested

Person Specification

Skills and competencies

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|---|-----------|
| • excellent communication skills – written and oral | Essential |
| • excellent organizational skills | Essential |
| • strong attention to detail | Essential |
| • general office, clerical and IT skills | Essential |
| • strong prioritization skills and ability to manage workload | Essential |
| • ability to work flexibly | Essential |

Experience

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|---|-----------|
| • experience of management of paid staff and volunteers | Essential |
| • experience of working in a public facing role | Essential |
| • experience of premises management | Desirable |
| • general accounting and payroll experience | Desirable |

Knowledge

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| • Knowledge of health & safety issues, risk assessments, safeguarding; or willingness to learn | Essential |
| • Knowledge of church worship and ministry | Desirable |

Personal Attributes

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|---|-----------|
| • ability to respect matters of confidentiality, sensitivity and compassion | Essential |
| • ability to make decisions and take initiative | Essential |
| • motivated to deliver high quality output | Essential |
| • ability to manage the unexpected | Essential |

Recruitment Process

- 1) Application forms should be submitted by noon on January 30th
- 2) Successful applicants will be informed of the interviews by the end of Friday February 1st
- 3) Interviews will be held on Friday Feb 8th during the day

• Submitting an application

Please submit a CV and covering letter, *which should systematically outline how you meet all the selection criteria for the post described in the Person Specification.*

• Start date & probationary period

The anticipated start-date is 25th February to take into account a hand-over period from the present incumbent, but this is flexible. Six-month probationary period.



St Laurence Church and Centre Catford

Mission, Goals and Values

The mission of the Centre is to implement the parish's vision of creating a resource available to all local people, through the provision of space for members of local and wider communities to meet; to foster the growth of community in a particularly diverse part of south-east London; and to celebrate its riches.

History

St Laurence Church and Centre is a purpose-built 1968 church and community centre which for 50 years has continued to provide a wide range of services to the people of Catford. The parish was founded in 1888, and for 80 years the old church stood on the edge of the South Circular until its demolition for road-widening gave the opportunity for the construction of a modern Church and Community Centre not far away.

Resources

St Laurence's consists of an octagonal church (notable for its striking *dalles de verre* stained glass windows) seating c. 350 and a small chapel (open during daylight hours), and a number of vestries and ancillary rooms. The Centre comprises a large hall that can accommodate 200 people (160 at tables), and three smaller rooms (one a dedicated Youth Room), each of which can take c. 50 people, and three offices. There is ample parking and a tarmac football area for young people that doubles as overflow car park. All rooms and offices are available for hire. The site also includes a vicarage and four flats, one of which is occupied by the resident caretaker.

Both Church and Centre are well used, and much valued by the local community, a high proportion of whom will attend an event here, whether in Church or in the Centre, over the course of a year. The Centre is used by very diverse groups of people, reflecting the local area, for, amongst other things, meetings, conferences, receptions, functions, classes, activities and training days. (Estimated footfall about 40,000 per annum).

Staff currently employed include the Centre Manager, a resident caretaker, a number of relief caretakers and cleaners, and a book-keeper. In addition, a considerable number of volunteers perform different roles within the church and centre. The parish also uses the services of a Director of Music and an Organist.

Organisational structure

As a Church of England parish church, St Laurence's is the responsibility of the elected parochial church council (PCC), a legal body and registered charity (1131092), chaired by the vicar of the parish. The PCC has a number of subcommittees including (1) the Centre Management committee, responsible to the PCC for the efficient running of the Centre, and chaired by a PCC member who reports back to the PCC and (2) the Parish Ministry team, comprising the clergy (Vicar, Curate, three retired clergy), two licensed Readers and a Pastoral Auxiliary, who are responsible for the pastoral oversight of the congregation and for planning liturgies. The Centre Manager is a member of both of these committees. The Centre Manager is line managed by the Vicar, and is supported by the Centre Management Committee. In turn, they are responsible for managing the caretaking staff.