



St Laurence Church & Centre Catford

Parish Manager Recruitment Pack



Dear applicant,

Thank you for expressing an interest in applying for the post of parish manager 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.

Over the years, the priest in charge and parish 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 (Turkish elders groups) and the very young (toddlers' groups; scouts); we host an indoor market, the largest choral society in south-east London, a Badminton Club, ESOL classes for parents at a local primary school, blood donation sessions and filming (e.g. short films 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 admin assistant, centre caretakers and 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 organisation 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.

We 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.

With best wishes from

Corinne Browne-Marke and Joan Baker,

Churchwardens, St Laurence Church. e: corinnebrownemarke@hotmail.co.uk



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www.stlaurencecatford.org.uk

JOB DESCRIPTION and PERSON SPECIFICATION

Job title: Parish Manager

Hours: 37.5 hours per week; flexible working; job share welcome

Salary: £30–35,000, depending on qualifications and experience

Terms and conditions: initially, 25 days annual leave plus bank holidays

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

Reports to: Vicar (In vacancy, reports to churchwardens)

Key relationships: Vicar, Parish Administrative Assistant, Parish Finance Officer, Centre Management Committee, Caretaking staff, Churchwardens, Ministry team

Purpose of the role

- Responsible for the effective day-to-day management of the St Laurence Community Centre, ensuring it is a welcoming, safe, financially stable, and well-maintained facility
- Ensure the smooth running of St Laurence Community Centre, in close co-operation with the Centre Management Committee, Administrative Assistant and the Vicar
- Undertake and supervise a number of administrative tasks for St Laurence Church, its Ministry Team and Officers of the church

KEY RESPONSIBILITIES

Management of the Community Centre

- Manage the daily operations of the centre and its facilities, acting as the first point of contact for hirers and visitors, and building positive relationships with hirers and community groups
- Manage the caretaking team (including recruitment, training, rostering and supervision of caretaking staff), ensuring that the centre is maintained to a high standard of cleanliness, safety and presentation
- Deal with booking enquiries, taking and managing bookings (invoicing, chasing late payments, managing complaints, negotiating fee reductions, refunding deposits), and maintaining accurate records
- Work with Parish Finance Officer to manage community centre finances, assist with budget preparation and monitoring and maintain financial records
- Liaise regularly with the Centre Management committee and Chair; take minutes at monthly meetings
- Liaise with the caretaking staff regarding maintenance and repairs, get estimates and manage contractors

- 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, fire safety, safeguarding, and any other relevant statutory regulations, 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
- Work with Parish Administrative Assistant to develop and maintain effective administrative systems and procedures
- Provide a high standard of administrative support including preparing and circulating agendas for meetings, preparing reports for committees and meetings as requested, and minute taking
- Prepare weekly parish news sheet and/or service booklet (InDesign software – training can be given)
- 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)
- Keep the parish website up to date, promoting the centre as a welcoming resource for hirers and community groups

The post holder will be expected to undertake other duties consistent with the role as reasonably required by the Vicar and the PCC.

Person Specification

Skills and competencies

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| • excellent communication skills – written and oral | Essential |
| • excellent organisational skills | Essential |
| • strong attention to detail | Essential |
| • general office, clerical and IT skills | Essential |
| • strong prioritisation 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 working within a church, charity, or community organisation | Desirable |

- experience of premises management Desirable
- general accounting and payroll experience Essential

Knowledge

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

Personal Attributes

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

Recruitment Process

- 1) Application forms should be submitted by noon on **Monday 18th August**
- 2) Successful applicants will be informed of the interviews by the end of **Friday 21st August**
- 3) Interviews will be held on **Tuesday 25th or Wednesday 26th August** during the day

Submitting an application

Please send your completed application form to jombaker@hotmail.com

Start date & probationary period

The anticipated start date is Monday 5th October or sooner, 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.

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 Parish Administrative Assistant, Parish Finance Officer, and a number of caretakers and cleaners. In addition, a 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, two retired clergy), a licensed Reader 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 committees. The Centre Manager is line managed by the Vicar and is supported by the Centre Management Committee through its chair. In turn, the manager is responsible for managing the parish admin assistant and the caretaking staff.