

## JOB DESCRIPTION

### Saints Central – Café Assistant

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| <b>Document issue date:</b> | August 2025   |
| <b>Location:</b>            | Saints Central, Newdegate Street, Nuneaton CV11 4ED   |
| <b>Salary:</b>              | <p>£17,777.76, inclusive of employer NEST pension contributions at 9%.</p> <p>The post is initially for one-year. The contract will be rolled forward subject to availability of funding.</p> |
| <b>Hours:</b>               | <p>28 hrs per week.</p> <p>(Regular café opening hours are 9.30am-3.30pm Tuesday to Saturday, plus after-school opening on some days each week including occasional evening events).</p>      |

### Equality, Diversity & Inclusion Statement:

We welcome diversity at Together for Change.

We are dedicated to employing staff with diverse backgrounds, abilities and working styles. We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential. If you have a disability, long-term illness or are neurodivergent, and feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can

make for you. If you meet the shortlisting criteria, you will be guaranteed an interview.

All employees undertake equality, diversity and inclusion training.

### **Role Purpose:**

We are looking to recruit a Café Assistant to deliver high quality hospitality for the Saints Central café. The café seeks to support young people not in education or employment and also volunteers from the local community by providing training, experience and mentoring. Therefore, the Café Assistant will be working in support of the charities wider aims.

The 'Saints' project works with an ecumenical group of Nuneaton churches on its steering group, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations to support youth work in the town. (It is not an inter faith hub.) The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. We will also be hosting Alpha groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore important that the post holder be in sympathy with the Christian faith and has a passion for transforming their community.

### **Local Context:**

Launched in 2020, Saints Central is a social enterprise led by the charity Together for Change. All income that we generate is fed back into our various projects. Our mission is to tackle unemployment and lack of education, enhance physical, mental and emotional wellbeing, and to inspire and connect people through the creative arts.

The post is seeking to work collaboratively with the local churches and Saints Steering group and is part of a wider initiative to Transform Nuneaton and enable the Diocese to live out our Mission Purpose of Worshipping God, Making New Disciples, and Transforming Communities.

### **Key Relationships:**

Saints Central works in partnership with an ecumenical collection of Nuneaton Churches and Christian Organisations who are passionate about bringing community transformation to the heart of Nuneaton.

The post-holder will be accountable to the Saints Café Manager and to the Saints Central Leadership Team. They will also work collaboratively with volunteers, stakeholders, partners and agencies to ensure the best service provision possible.

### **Main Activities and Responsibilities:**

- Providing practical support to the Saints Central café, ensuring all health and hygiene requirements are met, working alongside the Café Manager and café team.
- Develop positive, professional relationships with customers, staff, young people and volunteers and provide hospitality training and mentoring for them according to their individual needs.
- Be responsible for covering the kitchen on Friday's & Saturday's (training will be provided to support this)
- Serve food and drinks to customers at a high quality
- Create drinks on the coffee machine at a high quality
- Cook and re-heat food safely as directed by the café manager

- Maintain a tidy kitchen and café area during the day; clean & reset tables, sweep floors, clean dishes
- Participate in end of day cleaning
- Seek to recycle and reduce food waste where possible to reduce our carbon footprint.
- Assist with cleaning across the wider Saints Central building as directed by the senior leadership team.
- Be responsible for ensuring our value of welcome and excellent hospitality is upheld
- Work with the Saints Central Senior Leadership Team to provide hospitality that supports our various community projects, including Saints Student Lounge.
- Supporting and training volunteers and young people on placement at Saints
- Attend staff and volunteer meetings
- Undergo any training necessary, including first aid, health and hygiene, safeguarding and KOSH.

To undertake any other duties commensurate with the post at a level consistent with the principle responsibilities of the post.

## PERSON SPECIFICATION

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

## Essential Criteria

Assessed  
By:

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|--|-------|
| Education & Training <ul style="list-style-type: none"><li>•Health and Hygiene Certificate</li><li>•Good level of English – written and spoken</li></ul>   | A,D,I |
| Relevant Experience <ul style="list-style-type: none"><li>•Assisting in the delivery of excellent catering and hospitality within a relevant customer-facing, high-pressured setting</li><li>•Experience within a café / hospitality setting</li></ul>           | A, I, |
| Knowledge <ul style="list-style-type: none"><li>•Knowledge of customer service</li></ul>   | A, I  |
| Skills & Abilities <ul style="list-style-type: none"><li>•Ability to form and sustain positive relationships with staff, young people and volunteers in a busy environment</li><li>•Ability to work well under pressure</li><li>•Ability to multi-task</li></ul> | A, I  |
| Motivation <ul style="list-style-type: none"><li>•Demonstrates enthusiasm and commitment</li><li>•Really wants to work within a hospitality setting</li><li>•Committed to the vision of the TFC charity and Saints ambitions</li></ul>                           | A, I  |
| Attitudes <ul style="list-style-type: none"><li>•Committed to Equality of Opportunity</li><li>•Reliable and hard working</li><li>•Hospitable</li><li>•Willing to contribute to team working</li><li>•Open minded, caring and enthusiastic</li></ul>              | A, I  |

Assessed  
By:

## Desirable Criteria

|   |         |
|---|---------|
| Qualifications in skills relating to working with young people – Safeguarding, health and safety, equal opportunities etc   | A, D, I |
| Relevant Experience <ul style="list-style-type: none"><li>• Work with challenging young people and experience of managing difficult behaviours</li><li>• Recent involvement in working with the community</li></ul> | A, I    |
| Knowledge <ul style="list-style-type: none"><li>• Knowledge of issues facing young people and volunteers locally</li></ul>  | A, I    |

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Together for Change is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the policy and procedures of the Together for Change Safeguarding Policy and attend all required safeguarding training. A copy of the Safeguarding Policy will be provided to the successful applicant. This role does not currently require a DBS check.

The post holder will need to prove that they have the right to work permanently in the United Kingdom.

Informal conversations welcome. Please contact Saints Central Centre Manager Greg Cooper on 07989676907 or Saints Central Café Manager Will Hawks on 07555096181

Application forms can be downloaded from [Other Vacancies \(DBF/TFC\) - Diocese of Coventry](#)

The deadline for applications is midday on **05/09/2025**

Interviews are planned will be held at Saints Central on **12/09/2025**

Please send completed application forms and equal opportunities forms to [Simone.Smith@Coventry.Anglican.org](mailto:Simone.Smith@Coventry.Anglican.org).