

## **Together for Change Coventry and Warwickshire**

### **Saints Bar Pool Centre Manager**

**35 hours per week (This role will require some evening & weekend working)**

**£29,500 per annum plus 9% Employer Pension Contributions. Fixed 2-year contract.**

**Contractual Location is Saints Bar Pool, Vernons Lane, Nuneaton CV10 8AA.**

#### **The Role of Saints Bar Pool Centre Manager**

Together for Change (“TFC”) works in partnership with churches, local authorities, charities and local agencies to develop projects that will bring positive change. TFC’s focus is to work within the most deprived communities to pioneer and support creative and innovative projects to alleviate poverty.

In 2020, TFC launched our pioneering community regeneration project based in the heart of Nuneaton Town Centre called Saints Nuneaton. Saints Nuneaton is a social enterprise, meaning all income that we generate is fed back in to various projects to support the local community. Our mission is to tackle unemployment, lack of education, enhance physical, mental and emotional wellbeing and to inspire and connect people through creative arts.

This year, we are launching a brand-new Saints project on Vernons Lane in Bar Pool. This will provide a community-led warm welcome for local people to enjoy, access activities and courses and engage with various agencies and partners to tackle issues relation to unemployment, training education and skills, income and crime.

The Saints Bar Pool Centre Member will oversee management of the project in all areas, working with and reporting to the CEO of TFC and the Programme Manager, acting as a member of the Senior Leadership Team.

Saints Bar Pool will be open to the public in early Autumn 2024.

#### **The main responsibilities of the Saints Bar Pool Centre Manager are:**

- Oversee the management of Saints Bar Pool in all areas, working with and reporting to the Programme Manager, acting as a member of the Saints Bar Pool Senior Leadership Team
- Ensure all policies, procedures and practices are up to date and adhered to in line with the values and ethos of the charity, these include, but are not exclusive to; Health and Safety, Safeguarding, Fire Regulations and Health and Hygiene
- Act as the centre’s safeguarding lead, in conjunction with the TFC safeguarding lead.
- Ensure the building and facilities are well maintained and managed and community groups and external bookings are well organised and run.
- Work collaboratively with the Saints Central Centre Manager and Programme Manager to engage with the local community and to design and implement community programs within the Saints project

based on local need, helping communities to work toward their goals and aspirations that ultimately relieve poverty.

- Support the Programme Manager to enable funding applications, monitoring and evaluation spreadsheets, as required by various grant giving bodies.
- Work with the Saints Central Centre Manager and Programme Manager to coordinate activities across the various sites, ensuring branding, communication and strategic direction align.
- Recruit in line with the Church of England Safer Recruitment Policy, train and oversee staff and volunteers to support the smooth running of the centre, protecting the ethos and values of the charity.
- Line manage the Café Lead to ensure all Health & Hygiene regulations are adhered to and the café runs to a high standard, working alongside them to support the smooth running of the café, while recruiting and training volunteers to do the same.
- Work collaboratively with the Saints Student Lounge youth workers to ensure the smooth running of the Student Lounge.
- Support the Programme Manager to build new and existing partnerships with agencies, council, community groups and churches in keeping with the Christian charities ethos, to ensure the diversification of support we can offer at the centre.
- Support the Programme Manager to consider the financial income of the centre, looking at ways of increasing income and profit margins in the café, external bookings, grants and partnership agreements, working toward the centre becoming sustainable.
- Ensure all invoices are sent and paid, working with the DBF finance team to ensure this is the case.
- Manage the day-to-day budget of Saints Bar Pool and work with the Programme Manager, CEO of TFC and TFC Finance Manager to provide regular updates on the financial position.

#### **What we are looking for in a Saints Bar Pool Centre Manager:**

- A vibrant, attractive Christian faith, with a positive transformational presence and desire to work ecumenically with a range of user groups.
- A proven track record of leadership skills in the relevant context.
- Experience of setting up operational and management systems.
- Experience of working with people in the local community and families in a support capacity.
- Excellent written, listening and communication skills and the ability to engage with a variety of audiences.
- Excellent understanding of the hospitality sector and Health and Hygiene policies and protocols.
- Ability to work on own initiative and also as part of a variety of teams.
- Good understand of child protection policies, Health and Safety Policies, Fire Safety Management and other relevant policies to the post.
- Ability to engage with all manner of people, build teams and recruit volunteers.
- A rapport builder/relationship deepener.
- Culturally sensitive and able to deal with people from many different backgrounds.
- Discreet and trustworthy, able to deal sensitively with private or confidential information.
- Conscientious, diligent and hardworking.
- An organised and clear strategic thinker.
- Committed to learning and developing new ideas and initiatives.
- Professional, friendly and approachable, including when working under pressure.
- A positive, enthusiastic and constructive attitude.

**This post reports to the Programme Manager for Together for Change Coventry and Warwickshire.**

## Diversity, Equity and Inclusion

In the Diocese we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations.

The 'Saints' projects 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 (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 working with the local Church of England parish church and hosting Alpha groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and a passion for enabling churches to transform their communities.

If you have a disability or long-term illness that you feel prevents you from meeting any of the essential criteria, please contact us to discuss what reasonable adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Equality, Diversity and Inclusion training during their employment with us.

Full job description and Person Specification are available from <https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact (Katie Brazier, [katie.brazier@coventry.anglican.org](mailto:katie.brazier@coventry.anglican.org))

**Closing date for applications is 29<sup>th</sup> September 2024**

**Interviews will take place at the Diocesan office on the 17<sup>th</sup> October 2024**

Please send completed applications to:

Email: [Simone.Smith@Coventry.Anglican.org](mailto:Simone.Smith@Coventry.Anglican.org)

or

Post: Simone Smith, HR Advisor, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.