

## JOB DESCRIPTION

### Saints Bar Pool Centre Manager

<b>Document issue date:</b>	12 August 2024
<b>Location:</b>	Saints Bar Pool, Vernons Lane, Nuneaton, CV10 8AA
<b>Salary:</b>	£29,500 plus employer pension contributions at 9%. The post is supported by Warwickshire County Council Social Fabric Fund, therefore this is a 2 year fixed term post, however it may be extended if further funding becomes available.
<b>Hours:</b>	35 hours per week. This role will require some evening & weekend working.

#### Job Description:

The primary focus of this role is to assist Together for Change: Coventry and Warwickshire (TFC) in transforming communities in partnership with the Coventry Diocesan Board of Finance.

The role will involve the support of and the capacity building of churches, people and local community groups (regardless of faith or no faith) who are tackling issues of poverty, deprivation and disadvantage through the work of the 'Saints' projects.

This new Saints project on Vernons Lane, Bar Pool 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 related to unemployment, training education and skills, income and crime.

The post holder will oversee the management of the project in all areas, working with and reporting to the CEO and Programme Manager, acting as a member of the Senior Leadership Team. Saints Bar Pool will be open to the public in early Autumn 2024.

#### Key Relationships:

The Saints Bar Pool project is led by the charity Together for Change, in partnership with the Coventry Diocese Board of Finance.

The post-holder will be accountable to and line managed by the Programme Manager for TFC. They will work collaboratively with the TFC Central Team, Saints Bar Pool staff and volunteers, Saints Central Staff including the Saints Central Centre Manager and will form part of the Saints Bar Pool Leadership Team. They will also work collaboratively with volunteers, stakeholders, partners and agencies, as well as groups who let the building.

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

1. 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
2. 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
3. Act as the centre's safeguarding lead, in conjunction with the TFC safeguarding lead.
4. Ensure the building and facilities are well maintained and managed and community groups and external bookings are well organised and run.
5. 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.
6. Support the Programme Manager to enable funding applications, monitoring and evaluation spreadsheets, as required by various grant giving bodies.
7. Work with the Saints Central Centre Manager and Programme Manager to coordinate activities across the various sites, ensuring branding, communication and strategic direction align.
8. 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.
9. 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.
10. Work collaboratively with the Saints Student Lounge youth workers to ensure the smooth running of the Student Lounge.
11. 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.
12. 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.
13. Ensure all invoices are sent and paid, working with the DBF finance team to ensure this is the case.
14. 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.

## PERSON SPECIFICATION

This section details the attributes which are required in order to undertake the full remit of this post. To be shortlisted an applicant must be able to demonstrate that they have **all the essential requirements** for the role.

AF = Application Form; I = Interview; T = Test

Attributes	Essential	Desirable	Means of assessment
<b>Qualifications</b>			
A standard of education and/or qualification commensurate to the role	✓		AF
Ability to use and communicate through basic IT means	✓		AF/I
Health and Hygiene Certificate		✓	AF
<b>Experience</b>			
Proven track record of leadership skills in a relevant context	✓		AF/I
Experience of running or overseeing a café and hospitality teams	✓	✓	AF/I
Experience of running a centre with a variety of user groups	✓	✓	AF/I
Experience of setting up operational and management systems	✓		AF/I
Good track record of working within a church context on a variety of community activities		✓	AF/I
Experience of working with families in a support capacity	✓		AF/I
Experience of running or overseeing a café and hospitality teams	✓	✓	AF/I
Experience of running a centre with a variety of user groups	✓	✓	AF/I
<b>Skills and Abilities</b>			
Excellent written, listening and communication skills and the ability to engage with a variety of audiences, including stakeholders, partners and volunteers	✓		AF/I/T
Knowledge of X Ledger accounting systems or other relevant invoicing and financial systems		✓	AF/I/T
Leadership skills to create strategy and implement creative initiatives that support the role		✓	AF/I/T
Excellent understanding of the hospitality sector and Health and Hygiene policies and protocols	✓		AF/I/T
Ability to work on own initiative and also as part of a variety of teams	✓		AF/I/T
Good understanding of child protection policies, Health and Safety Policies, Fire Safety Management and other policies relevant to the post	✓		AF/I/T
Ability to engage with all manner of people, build teams and recruit volunteers	✓		AF/I/T
Excellent IT skills including IT management systems -	✓		AF/I/T
<b>Personal qualities</b>			
A passionate Christian faith and desire to work ecumenically with a range of user groups	✓		AF/I
A rapport builder/ relationship deepener	✓		AF/I

Culturally sensitive and able to deal with people from many different backgrounds.	✓		AF/I
Discreet and trustworthy, able to deal sensitively with private or confidential information.	✓		AF/I
Conscientious, diligent and hardworking	✓		AF/I
An organised and clear strategic thinker	✓		AF/I
Committed to learning and developing new ideas and initiatives	✓		AF/I
Professional, friendly and approachable, including when under pressure	✓		AF/I
A positive, enthusiastic and constructive attitude.	✓		AF/I

### **Diversity Statement:**

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, long-term illness or are neurodiverse and you feel this 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.

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This post is subject to enhanced level of DBS disclosure.

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

Informal conversations welcome. Please contact Katie Brazier on 07311 317 378