

## JOB DESCRIPTION

### Saints Central Centre Manager

<b>Location:</b>	Saints, Newdegate Street, Nuneaton CV11 4ED
<b>Responsible to:</b>	Director of Regeneration and Community Transformation and CEO of Together for Change
<b>Salary:</b>	£36,750 plus employer pension contributions at 9%. The post is supported by Big Lottery funding; 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.

#### Diversity Statement:

In the Diocesan offices 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 equity, 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 as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

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 the 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 Diversity, Equity and Inclusion training during their employment with us.

#### Role Purpose:

The primary focus of this role is to be part of the leadership team at Saints Nuneaton, which is part of the Charity, 'Together for Change' (a partnership between The Church Urban Fund and the Diocese of Coventry).

This exciting project is ground-breaking in its desire to impact its community and bring about the three-pronged strategy of 'Enterprise and Equip', 'Create and Connect' and 'Sport and Support'. ([www.saintsnuneaton.org](http://www.saintsnuneaton.org)) The post-holder will oversee the operations, facilities and income generation of the Saints Nuneaton building and will help us to achieve our mission purpose.

## **The Local Context:**

The post is seeking to work collaboratively with the local churches and Saints Advisory 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.

'Saints' is the recipient of two major grants: The Towns Deal Fund and also the Big Lottery Reaching Communities Fund. These grants have enabled us to take the project to the next exciting stage of development and undertake a major building renovation programme on the remaining two floors of the centre. We are entering an exciting new phase of our project in developing our activities and broadening our reach into the town.

## **Key Relationships:**

Saints is led by the charity Together for Change, 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 line managed by Jet Jones the CEO and to the TFC Board of Directors. They will work collaboratively with the TFC Central Team and Saints staff and will form part of the Saints Leadership Team. They will also work collaboratively with volunteers, stakeholders, partners and agencies, as well as groups who let the building.

The Saints Advisory group play a vital role in shaping the direction of the project and regular feedback and working with all of the churches and agencies on this group will be essential.

The post-holder will also work collaboratively with the centre manager, staff and volunteers at our second Saints Centre in Bar Pool.

## **Main Activities and Responsibilities:**

1. Oversee the management of Saints Nuneaton in all areas, working with and reporting to the CEO and acting as a member of the Senior Leadership Team to provide local insights and experience into ongoing strategy and development of the project.
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, Health and Safety Officer and Fire Marshal in line with Saints policies and procedures.
4. Support the CEO in managing the Phase 2 aspect of the project, working with leadership of Phase 2 project work, contractors and the NBBC procurement team.
5. Establish and maintain effective operational systems to manage external bookings following the launch of Phase 2 of the project, working to promote and maximise the use of the space to ensure good levels of income are generated for the centre. All of this to be done with a sense of excellence and good customer satisfaction.
6. Consider the financial income of the centre, looking at ways of increasing income and profit margins in the café, external bookings including bookings of the upstairs hall, grants and partnership agreements, working toward the centre becoming sustainable

7. Work to build new and existing partnerships with agencies, council, community groups and churches in keeping with the Christian charity's ethos, to ensure the diversification of support we can offer at the centre. This will include attending internal and external meetings and representing the TFC charity and Saints in relevant forums.
8. Line manage the 'Communities and Facilities Lead', ensuring the building and facilities are well maintained and managed and community groups and external bookings are well organised and run, ensuring a professional and relational environment is upheld while maintaining a place of excellence for users of the centre.
9. Work collaboratively with the 'Communities and Facilities Lead' to engage with the local community and to design and implement community programs in line with Saints mission aims and strategy.
10. Line manage the 'Saints Marketing Assistant' ensuring all communications with stakeholders is to a high standard and marketing is done to promote the good work of the centre. This will include all online platforms and external signs
11. Line manage the Café Manager to ensure all Health & Hygiene regulations are adhered to and the café runs to a high standard, addressing customer complaints and concerns promptly.
12. Line manage the Youth Worker Project Lead to ensure the smooth running of the Student Lounge at Saints Central, Saints Bar Pool, St Nicholas Church and King Edward VI College
13. 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
14. Work with the TFC central team to apply for funding bids, write monitoring and evaluation reports to ensure transparency and trust with our partners and funders, including the Towns Deal Fund and Big Lottery Reaching Communities Fund.
15. Ensure all invoices are sent and paid, working with the Communities and Facilities Lead and DBF finance team to ensure this is the case
16. Be an active member of the Saints Advisory Group, building relationships with the churches together, taking minutes and organising meetings.
17. Work collaboratively with the Saints Bar Pool Centre Manager to coordinate programmes and activities across the two centres in line with Saints mission aims and strategy.
18. Manage the day-to-day petty cash system and budget of the centre and work with TFC's Central Team and TFC's Finance Manager to provide regular updates on the financial position of Saints Central, seeking to address financial areas of concern and opportunities for growth in good time.

## 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 effective 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
<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
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement	✓		AF/I
<p>Be Supportive of and live out our values at work:</p> <p><b>Community:</b> To have a sense of togetherness and common purpose, with room for differences</p> <p><b>Christ-like:</b> To show humility and love for one another, to be welcoming and to have grace and patience</p> <p><b>Integrity:</b> To be genuine, authentic and honest, and value each other</p> <p><b>Service:</b> To recognise people's needs, give without expectation and use our gifts for each other</p>	✓		AF/I

The 'Saints' projects works with an ecumenical group of Nuneaton churches on its advisory 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 otherwise prevents you from meeting any of these criteria, please contact us to discuss what reasonable adjustments we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted.

or contact the Director of Regeneration and Community Transformation and CEO of Together for Change, Jet Jones, Jet.Jones@coventry.anglican.org, 07958 957320

**Closing date for applications: Tuesday 1st April 2025**

**Interviews taking place on: Monday 14<sup>th</sup> April 2025**

Please send completed application forms to:

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

Post: Simone Smith, Cathedral & Diocesan Offices, 7 Priory Row, Coventry CV1 5EX.