

Job Description

Title of the Post:	Centre Coordinator (22.5hrs [3 days] per week)
Line-Manager:	Member of the eldership
Office Base:	Wellspring Family Centre
Expected Salary:	£27803-32870 FTE (37.5hrs), dependant on experience

Overall Aims of Post

To coordinate all operational activity undertaken by staff and volunteers

This is an exciting opportunity to join a passionate team working as part of the local church to support the needs of the community. Wellspring Family Centre needs a skilled administrator with a passion for engaging people with a variety of needs and developing sustainable projects which supports them and facilitates real positive change in their lives.

This role could be taken alongside the Financial Officer post which we currently are advertising, or as a separate position.

Scope

The centre coordinator is a *representative* role, representing the Church and Centre to the community. It is a *developmental* role, increasing the scope of our work by gathering resources, connections and opportunities to be deployed in ministry. It is a *collaborative* role, working with church leaders to delegate tasks to staff and volunteers. It is a *serving* role - serving the vision of the Elders, serving the Trustees as they watch over the affairs of the charities, serving staff and volunteers practically and pastorally.

Specific Duties

This is a role which will grow and mould around the passions and skills of the successful applicant, who will be supported by a flexible team. However the two crucial elements of the role are

- a) To ensure the smooth running of all projects of Wellspring Family Centre. Coordinating and supporting staff and volunteers where necessary, and administrating the workings of the church, centre and venue.
- b) Taking responsibility for the grant funding required to run the two Charities: engaging with Felton Fundraising, writing grant applications and submitting reports.

More specifically, tasks include overseeing:

- *Administration*
- *Human Resources*
- *Management of Centre coverage rota*
- *Venue Management*
- *Fundraising coordinator for Centre -*
- *Company Secretary, including attending Trustees meetings*
- *Project delivery as part of centre development team*
 - *As your skills and experience develop the role can adapt to allow for launching other projects that will serve the community and represent your passions*

Person Specification

Essential Qualities

- Born again, baptised in water and the Spirit
- Clear articulation of personal vocation and personal and corporate vision
- Strong conviction about and commitment to vision of elders for local Church, and wider apostolic vision of Relational Mission
- Commitment to mutual accountability in leadership relationships
- Ability to establish and develop relationships and a good reputation with Church members, Centre Users and the community in general
- Good organisational skills; ability to balance priorities and make sound decisions
- Willingness to work flexible hours
- Excellent interpersonal skills, with the ability to communicate effectively at all levels
- Good IT skills
- Able to use own initiative and work without supervision
- Ability to deal with sensitive and confidential matters with tact and discretion
- Positive attitude towards personal development learning and training
- Understanding and commitment to the promotion of equal opportunities
- Strong commitment to implement Safeguarding policy
- First Aid Trained (Training will be provided if not already certificated)
- Experience of supervising others
- Able to organise, delegate plan and prioritise tasks
- Capable of strategic thinking and planning

Desirable Qualities

- Experience in church-based ministry
- Full driving licence
- Experience with Accounting software and familiarity with banking systems
- Food Hygiene Trained
- Experience in facilities management and maintenance of safety systems such as fire detection and alarm systems
- Experience of Project Management
- Understanding of Health and Safety issues, able to train others to implement effective Risk Assessments
- Understanding of GDPR in relation to personal data held by the church and centre

This post has been identified by the employer as one which has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act 2010 Schedule 9 Part 1 section 3. As a charitable Christian organisation, the post holder must be committed to and embrace Wellspring Family Church's ethos, and either be currently a member of Wellspring Family Church, or prepared to become one.

To find out more or to register your interest in this position, please contact chairs of trustees: Harry Grigg and Pete Collinson on harry@ancwatton.co.uk and pete@wfcdereham.org with your CV. An Enhanced Disclosure Barring Service (DBS) check is required before a final job offer is made.