

The Church of St Peter and St Paul, Aldeburgh
Fairfield Centre Manager

Employed by: Parochial Church Council of the Church of St Peter and St Paul, Aldeburgh

Accountable to: Fairfield Centre Committee and Parochial Church Council

Report to: Designated Line Manager (a member of the Aldeburgh Parochial Church Council)

Responsible for staff: Cleaning and caretaking staff and volunteers

Job Purpose:

The post-holder will manage and oversee the operation of Fairfield Centre. Working closely with the Fairfield Committee, the Centre Manager will ensure that the Centre is a vibrant, well-run facility for the Aldeburgh community and user groups in line with the Centre's Aims and Objectives.

Main duties and responsibilities

1. Management of the Centre

- a. Ensure the effective day to day running of the Centre for the benefit of the Aldeburgh community and user groups.
- b. Ensure effective maintenance of the building, grounds and car park- including cleaning, grass cutting and hedge trimming, and procurement within the delegated budget.
- c. Ensure Health and Safety regulations are regularly monitored and undertake annual risk assessments.
- d. Ensure the routine inspection/maintenance of fire safety equipment, mechanical and electrical equipment (including PAT testing) within the Centre.
- e. Ensure the Centre has up to date policies and procedures for using the Centre and take responsibility to ensure that these are complied with.
- f. Receive and deal with routine correspondence and documents on behalf of the Fairfield Centre.
- g. Manage storage space and equipment use within the building.
- h. Liaise with all user groups and maintain the bookings diary and invoicing, working closely with the Centre Treasurer.
- i. Take overall responsibility for the security of the building and contents, establishing administrative arrangements for locking/unlocking the building and control/issue of keys to the Centre.
- j. Meet with the Fairfield Committee every 6-8 weeks to report on the work of the Centre, set priorities, and take strategic decisions together.
- k. Work with the Fairfield Committee to develop, plan and administer budgets for programmes, equipment and support services.

2. Recruiting and Supporting Volunteers

- a. Work with the Fairfield Committee to recruit new volunteers to work in the Centre following Safer Recruitment guidance. (Volunteers already carry out a number of roles in the Centre, and there is potential to expand this.)
- b. Work with the Fairfield Committee to ensure all volunteers are appropriately and regularly trained to carry out their role.

3. Engaging with the Community

- a. Liaise with the main Centre users, the Fairfield Committee and the Aldeburgh Parish PCC to develop the work of the Centre.
- b. Regularly communicate to the neighbourhood about the Centre, what is on offer, and how they can access it.
- c. Provide regular updates for the Aldeburgh Chit Chat Page and the Aldeburgh Parish Church website.
- d. Work with other providers in the local area who can help us deliver the Centre's Aims and Objectives.
- e. Build relationships with user groups, and provide support for potential new users from the local community.
- f. Encourage user group and local resident involvement in Centre management.

4. Ongoing Projects

- a. Support the Aldeburgh Youth Club in delivering regular youth activities within the Centre.
- b. Support the Tuesday Lunch Club providers in delivering weekly lunches for local elderly residents.

Centre Manager Person Specification

- a. The post holder will need to be self-reliant, energetic and able to prioritise activities.
- b. The post holder will need a commitment to helping members of the community get involved as volunteers to help them manage tasks and activities at the Centre.
- c. The post holder will need to work in line with Christian values and principles.

Essential Skills, Abilities and Attributes

- Able to work as part of the Fairfield Committee in managing the Centre and its services
- Confident, willing and able to work on own initiative
- Able to set up and maintain operating systems and filing systems
- A commitment to community run services and to providing equality of opportunity
- Excellent communication skills – both written and verbal
- Able to work flexible hours – prioritising needs of centre management
- Cheerful, approachable, with a can-do attitude

Education and Training

- Computer literate with proficiency in Microsoft Word and Excel, and ability to use Facebook.
- Willing to engage in extra training to enhance skills and capacity as centre manager.

Desirable skills and experience

- Experience of managing services or buildings, including Health and safety policies and procedures.
- Experience in staff, team and volunteer management.
- Experience of working in partnership, ideally within a community setting.
- A track record of developing projects to meet social needs.
- Experience of working with voluntary sector and statutory partners.
- Experience of fundraising.

Terms and Conditions

- Paid monthly in arrears a Salary of £120, for a 10-hour week (£6240 per annum), reviewed annually
- Flexible working hours Mon – Fri, with occasional evening and weekend working by agreement with the Designated Line Manager
- Based in the Fairfield Centre, Aldeburgh
- Occasional additional hours for which Time Off in Lieu may be taken
- Holiday 30 days (60 hours) per annum including bank holidays
- Option to join NEST pension scheme
- Probationary period of 6 months (to include 3-month formal review)
- Notice period after confirmation of post: 2 months
- Statutory Sick Pay (SSP) on production of an Employee's Statement of Sickness (form SC2)
- The post is subject to DBS and Safeguarding clearance
- The post holder will be expected to attend the relevant safeguarding training and to work within the policy and procedures of the Aldeburgh Parish Church Safeguarding Policy
- Obligation to maintain the requirements of the General data Protection Regulation

Deadline for applications: 14th August 2023

Interviews: 17th August 2023