

Wellesley Parish Church of Scotland

Job Description

Wellesley Centre Manager

October 2024

Main purpose of the post:

To oversee the development of the Wellesley Centre and Café which offers social, recreational, educational and fellowship activities for the people of Methil.

Responsible to:

The Centre Management Team of Wellesley Parish Church

CONTEXT

As part of the mission of Wellesley Parish Church, one of our goals is to have far reaching outreach within our community. We have an exciting and ambitious project to provide space, resources and opportunities for all ages and abilities in our Parish through preventing and alleviating poverty, advancing community development by providing groups and activities needed to benefit the self esteem and wellbeing of all people who live here, providing opportunities for all ages and abilities, and organising social and friendship activities for all ages which will reduce isolation and loneliness.

MAIN DUTIES

Overseeing the day to day running of the Wellesley Centre, project funding, planning, monitoring and management

- ❖ Managing the running of the Centre, ensuring its cleanliness, health and safety, and availability to the community
- ❖ Working with the volunteer Admin Team to ensure availability of a staff member throughout the day
- ❖ Managing the team of volunteers in the Wellesley Café, and running the café, ordering stock, dealing with income/expenditure and developing the café's provision
- ❖ Leading the team of volunteers who provide welcome duty, gardening and Janitor roles
- ❖ Liaison with the Church Property Convener regarding all property issues, and the Church Treasurer regarding all financial matters
- ❖ Promoting and developing the groups and activities in the Wellesley Centre

- ❖ Identification of appropriate funding sources and preparing and submitting comprehensive and coherent applications for funding for the work of the Wellesley Centre
- ❖ Raise the profile of the Wellesley Centre within the local community and with relevant partners and external organisations
- ❖ Manage and lead the Methil Gala Day based at the Wellesley Centre [in June each year]

PROJECT MANAGEMENT AND EVALUATION

- ❖ Establish arrangements and additional resources/capacity to enable robust volunteer recruitment, deployment and support, including liaison with Safeguarding Co-ordinator
- ❖ Develop a long term Business Plan for the Wellesley Centre setting practical and deliverable ways of ensuring a sustainable financial and organisational basis
- ❖ Undertake regular evaluation and monitoring to ensure the Wellesley Centre meets its agreed aims
- ❖ Take the lead on strategic development and planning for new projects, including building partnerships with groups, partners and organisations in the local community
- ❖ Report to, and work in partnership with, the Centre Management Team of Wellesley Parish Church

COMMUNICATION

- ❖ To develop ideas that will enable the life of the community to be reflected in the life and worship of the church
- ❖ To communicate regularly with the Kirk Session and congregation providing updates from the Wellesley Centre
- ❖ To manage the website and social media presence of the Wellesley Centre and to liaise with the Publicity Team of the Church

OTHER DUTIES

- ❖ To provide an annual report of the work of the Wellesley Centre
- ❖ To contribute to an annual appraisal process
- ❖ Any other reasonable duties as may be appropriate to the post or as directed by the line manager

Person Specification: Wellesley Centre Manager

	Essential	Desirable
Skills, abilities and knowledge		
Experience in project management from conception to implementation to evaluation	√	
Background in community / youth work, engaging with groups	√	
Experience in the creative use of building space to encourage community use		√
Demonstrable ability to recruit and encourage good practice in working with, leading and motivating staff and volunteers	√	
A commitment to partnership working, maintaining and developing links with other organisations locally	√	
Experience in outreach with the ability to identify opportunities for outreach and community involvement and the ability to plan and implement relevant activities and or groups	√	
Previous experience of working in the catering or hospitality industries		√
Awareness of the legislative framework in relation to the use of buildings for public use and its practical application in health and safety etc	√	

Personal Qualities		
An understanding and interest in the work of the Church of Scotland at a local level with a sympathy to its ethos	√	
An understanding of the issues that affect people living in our community, with an ability to relate to these issues and individuals' experience of them	√	
A self-starter to work with minimum supervision.	√	
Ability to manage a busy workload whilst maintaining a calm and positive service focused manner	√	
High level of interpersonal skills with the ability to work with a wide range of people, to welcome and put them at ease	√	
Enthusiasm for working creatively and innovatively and the ability to enthuse others	√	
Proven ability to work collaboratively with colleagues and contribute to effective team working, leading and taking direction	√	
Experience in funding applications and reports and managing budgets		√
Educational requirements		
Qualified to an appropriate level or accredited training in community work, project management or significant, recent and relevant work experience in this area	√	
Ongoing commitment to continuing professional development including willingness	√	

to work towards qualifications and accredited training if necessary		
Catering / Hospitality Qualifications		✓
Food / hygiene preparation qualifications		✓

Terms and Conditions: Wellesley Centre Manager

The salary is £25,500

Normal hours of work will be 37 hours per week, which will include weekend working when events are on. The nature of the work calls for a degree of flexibility, therefore hours of work which are agreed with the Centre Management Team may vary from day to day.

The post is based at Wellesley Parish Church, Wellesley Road, Methil, KY8 3PE

There are 5 weeks annual paid leave in each full holiday year which runs from 1st January to 31st December. There are also 9 pro rata statutory holidays. Entitlement increases after 5 years service to 6 weeks annual paid leave

Further information can be obtained from Rev Gillian Paterson

Closing Date: Friday 22nd November 2024. Applications should be submitted by email to GPaterson@churchofscotland.org.uk

Interviews scheduled for: week beginning 2nd December 2024