JOB DESCRIPTION

Job Title	**Church Centre Coordinating Officer, Nantwich Methodist Church**		
Reports to	Circuit Lay Worker Co-ordinator and Local Oversight Supervisor	**Location**	Nantwich Methodist Church, Hospital Street, Nantwich CW5 5RP
District/ Circuit/ Church	Cheshire South Circuit	**Salary**	£14.95 per hour (£15,548 pa) for 20 hours per week, based on the real living wage of £13.45 plus 3 pay points of 0.50p each.

Job Purpose and Objectives
To work with the Nantwich Church Council to implement their 3-year Mission Plan by: *a) outreaching to the Nantwich community to develop activities meeting the priority social needs shared with Cheshire East Council and Nantwich and Rural Care Community (currently the elderly isolated and young people's mental health)* *b) creating positive relationships between the church and all the church centre users as part of the Church Mission plan and to grow the church family.* *c) maximising the use of the church buildings for the benefit of both church and community users*

Responsible to:	The Lay Employee will be employed by the Managing Trustees of Cheshire South Circuit Meeting and will be line managed by the Circuit Lay Worker Co-ordinator. The post's responsibilities on a day-to-day basis will be supervised by a person nominated by the Nantwich Church Council.
Responsible for:	Maintaining liaison with internal volunteers (e.g. church administrator and leaders of church-led groups) and external agencies/users of the NMC buildings to coordinate their use, developing positive relationships between the church, volunteers and all the organisations and their leaders using the buildings.

Main Responsibilities
~ Foster good relationships with all users and develop new community outreach opportunities in liaison with the NMC Church Council, the Cheshire South Mission Statement and Cheshire East Nantwich and Rural Community Development Officer. ~ Develop publicity to the community about all the activities at NMC especially through social media, updating the church website and Facebook pages as appropriate and becoming the social media and website lead in liaison with the Church Council.

~ Liaise with other town churches, schools, Cheshire East Council to offer services and activities that integrate well with the spiritual, mental and physical needs of the community and suggest to the NMC Church Council, opportunities for further development.
~ Create booking forms and licence agreements and appropriate access arrangements in line with NMC safeguarding, GDPR, risk assessments and other policies and raise and send invoices in liaison with the treasurer, to organisations for other than those granted free access. Ensure appropriate heating settings are made.
~ Seek additional resources – volunteers and grants – to enable the mission plan to be maintained and further developed e.g. create rotas of volunteers as necessary or identify funding for supporting roles such as room set-up and arrangements.
~ Keep adequate records of contacts and of work undertaken.
~ Appraise and review initiatives set up and activities undertaken and change where necessary the action and focus of work after discussion with, and agreement, from the Church Council/Local Oversight Supervisor.
~ Liaise with the Church Administrator to ensure the management of the bookings for the church community centre and to coordinate church and outreach activities, to ensure the most efficient and effective use of the church building.
~ Ensure effective security arrangement for users, including opening and closing arrangements, liaising with the Church Property Committee.
~ Any other duties and responsibilities, identified by the nominee of the Church Council as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Terms and Conditions

- Terms of appointment: Fixed Term for 2 years 6 months
- The salary/rate of pay will be: £14.95 per hour (£15,548 pa) for 20 hours per week, based on the real living wage of £13.45 plus 3 pay points of 0.50p each. These are for the complexity of the role, managing teams of volunteers and having experience in involvement in community-based organisations.
- Normal working pattern: 20 hours per week normally Monday to Friday – 4 hours per day or 5 hours over 4 days, negotiable.
- All reasonable expenses will be reimbursed and an allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least two days free of responsibilities each week.
- 33 days annual leave entitlement per year (pro-rata for part-time employees). This is made up of 20 days statutory leave, 8 Bank holidays, the 3 days between Christmas and New Year plus 2. For this employment this is 120 hours per year.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a six-month probationary period.
- Opportunities for study and for training.