

**Catholic Church of the Immaculate Conception
St John Paul II Centre
Centre Co-ordinator Job Description**



Job Title: Centre Co-ordinator

About the St John Paul II Centre

The John Paul II Centre is an architecturally stimulating and ecologically advanced building. The Centre has a range of facilities which are capable of meeting a variety of needs. The centre attracts a diverse group of people, but also appeals to a wide range of age groups within the Catholic and wider Bicester and business community.

Key Areas

1. To be responsible for and co-ordinate events at the St John Paul II Centre on a day to day basis in an efficient and effective manner on behalf of the Parish Priest. This includes ensuring that all areas of the Centre are ready and fit for purpose and also ensuring that efficient ongoing supplies, staffing, maintenance and cleaning arrangements are in place and effectively managed.
2. To publicise the Centre and to be proactive in seeking opportunities, engaging with and maximising new business, community and parish use. This will include the design, provision and distribution of marketing literature/publications and newsletters including the website.
3. In association with the Parish Office, carefully monitor the Centre's profit and loss in accordance with targets and budgeting, preparing monthly and annual accounts, putting in place efficient financial management of the Centre including cash management, payment of bills for goods and services. There is a requirement to seek approval for the procurement of goods and services from the Parish Priest.
4. To manage an efficient booking system and payment procedures and to make sure that those wishing to hire the Centre complete a Hiring Agreement Form / Event Form and that clients fully understand the conditions of hire.
5. To be fully supportive of the Parish Priest and to work with him and staff in the Parish Office in a positive and proactive manner as an ambassador of the Parish of the Immaculate Conception.
6. To undertake duties of a similar nature which are commensurate with the post , as requested by the Parish Priest

Responsibilities

- To put in place effective procedures for access and security at the premises.
- To maintain a register of key holders and to be on call for emergency purposes along with other key holders.
- To be sympathetic and supportive of the Catholic ethos of the Church of the Immaculate Conception in order to work with the Parish Priest, Parishioners and volunteers.
- Liaison with all statutory and local authorities ensuring that the centre complies with all current Health & Safety and food legislation.
- Liaison with all external parties for provision of catering/beverage supply/bookings including entertainment.
- Work with the Association of Christian and Catholic Churches with regard to beverages for the licenced bar.
- To manage the physical condition of the centre including mechanical, electrical, equipment or building fabric defects or damage. To ensure that servicing / testing takes place.
- To make arrangements for the appropriate licenses to be obtained and where required are displayed and the license requirements enforced.
- To carry out the necessary risk assessments, including putting in place building and public liability insurance cover, HSE rules for public buildings, fire precautions and Food Standard Agency safety rules for kitchen and bar management. This includes checking hygiene standards before and after all use of the kitchen and bar.
- To always ensure that the clients and parishioners needs are dealt with professionally and that they are valued and made to feel welcome.
- To maintain accurate records of all hire, goods, services, stocks, personnel, health and safety, insurance etc.
- To attend monthly meetings with the Parish Priest with a view to providing a quarterly report detailing use, income and expenditure for the Parish Finance Committee.
- As the need arises, manage staff working in the Centre. (Excluding the Parish Office)

Terms & conditions (in brief)

Accountable To:	Parish Priest (supported by the Parish Finance Committee)
Working Hours:	Flexible hours to include weekends, evenings and bank holidays (37.5 hours per week)
Salary:	£22,000 - £25,000 (dependent on skills and experience)
Performance Review:	This appointment is subject to an initial 6 month probation review and annual performance reviews conducted by Parish Priest and the Parish Finance Committee
Annual leave:	28 days
Pension:	Further details on application (subject to the Diocesan Pension Scheme)

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Centre Co-ordinator Person Specification

Requirement	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> • None specific 	<ul style="list-style-type: none"> • Appropriate qualification in a business or service related discipline • Full clean driving license
Skills and knowledge	<ul style="list-style-type: none"> • Literate • Numerate • Computer literate 	<ul style="list-style-type: none"> • Knowledge and understanding of Health and Safety Legislation (<i>Food Hygiene Course</i>)
Experience	<ul style="list-style-type: none"> • Experience of planning programmes and/or events management • Proven ability in people management • Knowledge and experience of marketing building facilities • Experience of income generation and budgetary control 	<ul style="list-style-type: none"> • Experience of promoting community engagement and involvement
Personal attributes	<ul style="list-style-type: none"> • Smart and well-presented • Team player • Adaptable and flexible • Enthusiastic and positive • Passionate, energetic and pro-active 	<ul style="list-style-type: none"> • Good networker
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to act with diplomacy, tact and empathy • Ability to manage workload 	<ul style="list-style-type: none"> • Ability to collate and interpret statistical information and produce reports
Other special requirements	<ul style="list-style-type: none"> • Sympathetic and supportive of the Catholic ethos of the Church • Ability and willingness to work unsociable hours and days when required 	<ul style="list-style-type: none"> • Understanding of working in partnership, ideally within a community/Christian environment