



Diocese of Westminster

Job Profile	Parish Centre Manager
Department / Parish / Agency	Highgate Parish
Reporting to	Parish Priest
Cost Centre	HIGHG
Location / Address	St Joseph's, Highgate Hill, London, N19 5NE
Management of	n/a
Contract type	Fixed-term for 12 months, possibility of permanent
Hours	21 hours per week
Salary	£14.50 per hour
Job reference number	732-HIGHG

Job Purpose:

- To plan, organise and oversee the running of events at St Joseph's Parish Centre and to promote its halls as a venue for the parish community and commercial clients.
- Responsible for the day-to-day management and supervision of the community Parish Centre, ensuring its smooth operation, maintenance, and safety for all users.
- The Parish Centre Manager will ensure the general provision of a safe, clean, warm and secure environment for all users of the Parish Centre and authorised visitors.
- The Parish Centre Manager will work closely with the Parish priest, in particular on administrative matters.

Principal duties and responsibilities:

1. Act as the first point of contact, coordinate and facilitate events for internal and external clients at the Parish Centre.
2. Provide function sheets for events and communicate relevant information to the appropriate members.
3. Oversee the running of all events and activities, and other large-scale events held at the Parish Centre and take responsibility for commercial and charity events. See section A
4. Apply health and safety considerations during the planning and implementation of events; including child protection policies and procedures. See section D and F for further details
5. Promote, market and expand the use of the Parish Centre for commercial events to meet budgeted annual income targets.
6. Supervise contractors to ensure catering, portage, security, cleaning, audio-visual and other facilities services are coordinated for events. See section E
7. Be a listed licensee for the Parish Centre and be responsible for serving alcohol from the bar at all events where alcohol is agreed to be served,
8. Work in conjunction with the church and volunteers to ensure all enquiries and bookings for events are dealt with efficiently.
9. Ensure the maintenance and upkeep of the premises including buildings, fixtures and fittings, furniture, curtains, blinds, floor coverings, fire equipment, etc. See section B and C
10. Develop and maintain finance and accounting systems, preparing reports on costs and income generated by events.
11. Prepare reports for Management on event activity.

12. Undertake a wide range of administrative and support service activities, including maintaining information and records systems.
 13. Manage resources allocated to the post in accordance with the church and charity's policies and code of ethics and standards. Including maintaining stocks at the bar and ensuring that no underage drinking is allowed at the Parish Centre.
 14. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's community.
 15. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job which involves evening and occasional weekend work, and participating in multi-disciplinary cross-department and cross-organisational groups and task teams.
 16. Attend meetings, take records or minutes, process these in accordance with the Church's standards and requirements, and monitor actions taken on decisions made.
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Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person-centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity and truth, and be straightforward in our dealings with others at all times. We will challenge when appropriate, and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenges. We shall be persistent in our pursuit of continual improvement and excellence, and demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other

and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Experience/Suitability for the role	Essential/ Desirable
Relevant experience in a similar role	E
A desire and commitment to work for the Catholic Church	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	
Excellent Organisational Skills: Good organisational skills and the ability to prioritise, work to deadlines and work on own initiative as necessary	E
Collaborative Teamwork: works effectively in teams, contributing ideas, and supporting others, building positive relationships	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Hands on experience in various aspects of maintenance such as plumbing, carpentry and basic electrics	E
Eligibility to be on the alcohol license	E
Technical Skills	
First Aid certification (or willingness to obtain)	E
Postsecondary Qualification in related field such as Facilities Management	E
IOSH or equivalent in Managing Safety (Health & Safety)	E
IOSH or equivalent in Fire Safety	E
Driver's license and access to a car	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Basic understanding of the Catholic Church and its structure	D

APPENDIX

A) Lettings and Bookings

The Parish Centre Manager develops a strategy for bookings and lettings, and regulations to be observed by all hirers. S/he publicises the Parish Centre and attracts potential hirers; keeps the online Parish Centre Diary with details of all bookings, both commercial and those made for Church events and by Church groups; takes bookings having regard for their suitability; makes all necessary arrangements with the hirers; shows the hirers the agreed facilities; arranges to hire

agreements and issues invoices. The Parish Centre Manager will be on site to open and close the Parish Centre and supervise activities at all times that the Parish Centre is in use.

B) Maintenance

The Parish Centre Manager is responsible for carrying out minor repairs and replacements subject to Health and Safety rules and arranges for properly qualified workers to carry out all such tasks as lie beyond this scope.

Drawing up and monitoring a rolling plan for the regular maintenance, renovation and upgrading of the Parish Centre.

Liaising with the Parish priest on payments to and contracts with contractors and suppliers.

Conduct pre and post-event inspections of facilities

Handle basic maintenance tasks and report larger issues

C) Cleaning

The Parish Centre Manager will ensure that the Parish Centre and car park and the surrounding area are clean and tidy at all times. The Parish Centre Manager is responsible for the hiring and supervision of any cleaner who is contracted to undertake part of that work and to ensure that specified work is completed to a satisfactory standard. When any such cleaner is not present, the Parish Centre Manager will undertake that work themselves.

D) Health and Safety

The Parish Centre Manager is the Health and Safety Officer and Risk Assessment Officer for the Parish Centre. Duties involve familiarity with current relevant H & S legislation, ensuring that the Parish Centre Complex adheres to all such standards and that all users and hirers comply with such standards. This includes responsibility for fire safety precautions, fire-fighting equipment, etc. and complying with other Licensing requirements for certification on electrics etc.

E) Security

The Parish Centre Manager is responsible for the overall security of the Parish Centre. This will include monitoring the site at appropriate intervals, liaising with the police when necessary and ensuring that outside security personnel are hired when appropriate.

F) Child Protection

The Parish Centre Manager is familiar with current Child Protection legislation and ensures that all users and hirers are informed of current rules and comply with them.

G) Heating, Ventilation and Plant

The Parish Centre Manager is responsible for the efficient operation and use of mechanical, electrical and heating services in the establishment.