



# Diocese of Westminster

<b>Job Profile</b>	<b>Programme and Hub Coordinator</b>
<b>Department / Parish / Agency</b>	Seeds Hub
<b>Reporting to</b>	Head of Enterprise
<b>Cost Centre</b>	PRG
<b>Location / Address</b>	Seeds Hub, Empire Way, Wembley, HA9 0RJ
<b>Management of</b>	N/A
<b>Contract type</b>	Permanent
<b>Hours</b>	5 days per week, 9am-5pm including Saturdays
<b>Salary</b>	£35,000 per annum
<b>Job reference number</b>	792-PRG

## **Job Purpose:**

To lead the coordination of programmes and daily operations at the Seeds Hub, fostering a supportive environment for entrepreneurs facing social or economic inequalities while ensuring efficient hub management and active community engagement

## **Principal duties and responsibilities:**

1. Programme support (50%)
2. Administration and Facilities (50%)

## **Programme and Hub Coordination**

- Manage invoicing for hub and programmes and maintain monthly booking and invoice records for finance reporting.
- Recruit programme participants — advertise opportunities, shortlist candidates, and schedule interviews
- Host weekly group workshop and peer-to-peer sessions
- Serve as first point of contact for all programme participants and facilitators
- Coordinate all onboarding and monitoring and evaluation paperwork for participants.

## **Facilities and Health & Safety:**

- Manage front of house
- Train and manage hub volunteers
- Oversee ordering and stock management of hub consumables
- Oversee hub facilities management, coordinating with tenants, property department, and health & safety officers to ensure repairs, maintenance, safety checks, and fire evacuation systems are properly managed and compliant.
- Carry out any other reasonable tasks or responsibilities in line with the scope and level of the role

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## **Our Values**

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

### **Reliability**

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

### **Honesty**

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

### **Perseverance**

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

### **Love**

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

### **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.

<b>Competencies</b>	<b>Essential/Desirable</b>
Demonstrable passion for supporting social impact businesses, particularly those led by founders experiencing social or economic inequalities	Essential
Experience in coordinating or delivering programmes, workshops, or similar participant-focused activities	Essential
Ability to manage the day-to-day operations of a physical workspace, including facilities and volunteer coordination	Essential
Knowledge of basic health and safety practices relevant to a shared working environment	Essential
Strong verbal and written communication skills, with the ability to engage confidently and clearly with diverse stakeholders	Essential
Commitment to fostering an inclusive and welcoming environment for all participants and hub users	Desirable
Familiarity with monitoring and evaluation procedures for programme impact	Desirable
Experience using booking, invoicing, or customer relationship management (CRM) software	Desirable
Ability to liaise effectively with property managers, contractors, and external service providers	Desirable
Familiarity with monitoring and evaluation procedures for programme impact	Desirable
Commitment to the mission and values of the Diocese of Westminster	Desirable
Basic understanding of the Catholic Church and its structure	Desirable