
The Methodist Church

JOB DESCRIPTION

Job Title:	Village Centre Manager, Englefield Green Village Centre
Lay Employee in the	Staines & Feltham Circuit (36/5)
Location:	Village Centre, 68 Victoria St, Englefield Green, Surrey TW20 0QX
Responsible to:	The Lay Employee will be employed by the Staines & Feltham Circuit and will be under the supervision of the Superintendent Minister of the Staines & Feltham Circuit.
Responsible for:	Two Village Centre Co-ordinators, 1 Project Manager and large team of volunteers.
Purpose and Objectives:	To create a place of acceptance and welcome for all the community, offering space available for hire and a drop-in café area. To have a permanent Prayer Room available for use.

Main Responsibilities

- Working with the Local Ecumenical Partnership at St Jude's United Church, Englefield Green and the church community to set up and develop initiatives which offer "belonging" to all members of our local community, especially in regard to our Outreach Programmes,
 - Baby Basics
 - Child Contact Centre
 - Lunch Club
 - Community Fridge & Kitchen
 - Community Foodbank
- To develop links with Community and Charity Groups, Social Services etc.
- Updates relating to our website and co-ordination of our social media channels
- To be part of a visible Christian presence in the village.
- **Praying for the Ministry of the Centre**
- To support the overall vision of an open and inclusive Christian centre.
- To oversee the day-to-day running of the Centre.
- To oversee the hire of the premises and liaise with the Centre's Treasurer on securing payment for bookings.
- **Use and promotion of the Prayer Room**
- To oversee and manage volunteers.
- Contribute, as part of a team, to making the church premises open and accessible throughout the week.
- To attend Ecumenical Church Council meetings.
- To attend meetings of the church staff and other meetings when requested.

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- To comply with current legislation in regard to the records to be maintained in respect of the drop-in café (e.g. Health & Safety, Risk Assessment).
 - To maintain adequate computer records of contacts and groups associated with the Centre.
 - To maintain Safeguarding records and Safeguarding Training Log.
 - 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 Village Centre Management Committee.
 - To have a strong understanding of the finances of the Centre and proceed with grant applications and fundraising opportunities as needed
 - **Manage cash income (sales from the drop in cafe, or lunch club) which must be banked also petty cash and its control.**
 - Any other duties and responsibilities, identified by the Superintendent Minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Terms and conditions

- Terms of appointment: Permanent
- Starting salary in the range of £35,000 - £40,000 based on experience
- Hours: 40 hours per week
- Normal working pattern: 40 hours per week (Mon – Fri) **may include occasional working on Saturday or Sunday.**
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. (Note you will not be expected to use a car for this job).
- 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.
- 28 days statutory annual leave entitlement per year (including Public Holidays)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employees.
- Work with the Lay Employees to encourage the church to respond to new challenges and opportunities in mission.

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- Determine priorities for the work.
 - Prepare a personal development plan with the lay employees.
 - Ensure good communications between all the 'stakeholders' (groups and networks) involved.
 - Monitor and evaluate progress with the Lay Employees on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
 - Act as a "sounding board" to the Lay Employees.

Last Date Modified: March 2025