

JOB DESCRIPTION

POST TITLE:	Premises and Lettings Manager
SALARY:	£10.34 to £13.35/hour
HOURS:	21 hours/wk
REPORTING TO:	Tiviot Dale Management Committee
RESPONSIBLE TO:	The Circuit Meeting of the United Stockport Circuit
LINE MANAGER:	Superintendent of the United Stockport Circuit or her representative

BACKGROUND

The Methodist Church exists to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission. It does this through worship, learning, caring, service and evangelism. Tiviot Dale Methodist Church, in central Stockport, comprises one building built in the early 1970s, located on Tiviot Dale. This building is a circuit resource but has no current congregation. The Church is seeking a premises and lettings manager.

PURPOSE OF THE POST

Working alongside the circuit's ministerial and lay leadership team, the premises and lettings manager will be responsible for the daily running of the building as a Church and Circuit resource, and continuing development of the lettings of the premises. This will involve facility management, some simple DIY, overseeing commercial lettings and Circuit bookings, financial transactions/record keeping and frequent engagement with members of the public and users of the premises to ensure the smooth running of the church.

DUTIES & KEY RESPONSIBILITIES

- ❖ To play a key role with the church leadership team:
 - Offering a welcoming and friendly presence as one of the public faces and contact people of the church.
 - Actively engaging and developing strong, effective relationships with a wide range of people, including church members, users of the premises, our neighbours, and representatives of existing and potential user groups.
 - Attending regular meetings with key leaders in the circuit, including the Tiviot Dale Management Committee.

- ❖ To administrate and coordinate the buildings' rentals to all users, including:

- maintaining a bookings diary and issuing appropriate licences
- invoicing, taking payments, keeping financial records.
- co-ordinating and supervising a team of keyholders to ensure that premises are unlocked and locked at appropriate times
- preparing facilities for all users, including the setting up/down of technological equipment where necessary.
- increasing rental opportunities to get the buildings more well used.

❖ To oversee the day to day running of the buildings, including:

- Being the nominated lead person for ensuring premises Health and Safety
- Managing routine maintenance and service tenders and undertaking regular site inspections
- Ensuring general upkeep and maintenance of the premises to agreed standards
- Supervising the cleaner(s) and assisting with the regular cleaning of the premises.
- Procuring supplies.
- Implementing health and safety policies and practices to ensure all statutory guidelines and legal obligations are met.
- Carrying out other reasonable activities relevant to the management and operation of the buildings as required

MANAGEMENT

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

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

TERMS AND CONDITIONS

The contract is permanent, subject to future funding. It may be terminated at any time before its expiry by either party in accordance with your entitlements as set out in your employment contract.

- Terms of appointment: Permanent, subject to funding.
- The rate of pay will be between to £10.34 to £13.35 per hour depending on experience.
- No accommodation is provided with this employment.
- Normal working pattern: 21 hours per week pro rata, worked flexibly, by agreement with your line manager.
- Opportunities for study and for training will be available, by agreement with your line manager.

- All reasonable expenses will be reimbursed and a small allowance given for on-going training.

OPERATIONAL NEEDS

- Managing work patterns to meet the needs of church activities, bookings & events for which time off in lieu may be given.

THE PREMISES AND LETTINGS MANAGER WILL BE EXPECTED TO:

- Work flexible hours, regularly to include evenings and weekends.
- Make full use of technology and training where possible.
- Contribute to and undertake Continuing Professional Development.
- Meet regularly with the appointed line manager.

TERMS AND CONDITIONS

- The rate of pay will be between £10.34 to £13.35/hour depending on experience.
- Normal working pattern: 21 hours per week, the exact pattern to be decided with the Line Manager but to include regular evening and weekend work.
- All reasonable authorised expenses will be reimbursed.
- 28 days statutory annual leave entitlement per year pro rata (including Bank Holidays).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Confirmation of appointment will be subject to the satisfactory completion of a three - month probationary period.
- The successful candidate must have the right to work and reside in the UK.

CHRISTIAN ETHOS

- The post holder will ensure that the vision of The Methodist Church is implemented in all aspects of the work, representing The Methodist Church to external bodies and being able to explain The Methodist Church's inclusive Christian ethos where appropriate.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is not exhaustive and provides a reasonable general description of the responsibilities of the post.

SUBMISSION

Please submit your application to admin@stockportcircuit.org.uk or United Stockport Circuit, c/o Tiviot Dale Methodist Church, Tiviot Dale, Stockport, SK1 1TA

Due Date: 16 July 2021.

Interviews will be during week of 26 July 2021.

PERSON SPECIFICATION

The appointed panel will seek evidence of the criteria below through the application form, exercise and interview. You should address all the criteria on your application form. The panel will seek to appoint the candidate who in their opinion meets all of the criteria.

EXPERIENCE & TRAINING:	ESSENTIAL (E) DESIRABLE (D)	METHOD OF ASSESSMENT
1. Minimum 3 A-C grades in A-level or equivalent.	D	A
2. First Aid at Work Certificate	D	A
3. Experience of working in a multi-cultural and urban context	E	A
4. Working with homeless and vulnerable people	D	A
5. Premises Management or similar	D	A
6. A relevant Health and Safety qualification	D	A
ABILITIES, KNOWLEDGE & SKILLS:	ESSENTIAL (E) DESIRABLE (D)	METHOD OF ASSESSMENT
1. A confident outgoing personality	D	I
2. Excellent administration skills and IT skills including experience of and proficiency in using Microsoft Office to manage a complex workload.	E	E,A,I
3. The ability to communicate effectively within both church and secular organisations, enabling positive relationships to be built.	E	I
4. Confidence in using and understanding Audio visual technology	E	E,A
5. Ability to provide practical support, along with an understanding of the diverse range of difficulties people face.	E	A,I
6. Knowledge and understanding of health and safety good practice.	D	A
7. Experience of maintaining records and carrying out relevant assessments	D	A
8. Ability to carry out basic DIY tasks	D	A
9. Ability to undertake basic financial procedures	E	A

10. An understanding of the issues involved in working within an urban district.	E	I
11. Good communication skills both written and oral	E	A,I
12. The ability to relate to people of all ages and backgrounds.	E	A,I
13. The ability to work as an effective team member.	E	A,I
14. The ability to maintain a high quality and professional service at all times.	E	A,I
15. The ability to present a positive Christian example	D	A,I
16. A willingness to understand and engage with Methodism and be subject to its disciplines.	D	A,I
17. Satisfactory Disclosure from the DBS	E	
EQUAL OPPORTUNITIES:	ESSENTIAL (E) DESIRABLE (D)	METHOD OF ASSESSMENT
18. Ability to promote equality and diversity within the role.	E	A,I

A - Application Form; E – Exercise; I - Interview