



WELLSPRING CENTRE MANAGER - summary

Full time, 52 weeks a year

Annual leave: 4 weeks (plus bank holidays)

37 hours per week

(Usual office hours with flexibility as required)

- **Close** 16/4/10
 - **Shortlist** 19/4/10
 - **Interviews** 26/4/10
 - **Start** 7/6/10
- (subject to satisfactory references and CRB clearance)*

Salary: c. £20,000 - £27,000 based on experience and including commission on commercial-rate room hire, (subject to review)

Contract: Permanent

Applications are invited for a skilful manager preferably with venue/facilities management experience to join our welcoming and busy staff team. You will be enthusiastic, efficient, self motivated, well organised, reliable and flexible.

You will be an excellent communicator and oversee the running, usage and maintenance of The Wellspring Church Centre, our new and purpose-build ministry base opening in the summer/autumn of 2010. The vision of Watford Community Church is to continue its work in the wider community whilst using The Wellspring as a community hub in the town centre. We expect this centre to give glory to God and be a place of spiritual refreshing, practical help and a 'home' for a thriving family of Christians. We need you to help us make this dream an everyday reality.

You will have responsibilities for daily management of the centre including room bookings, cleaning and maintenance routines, health, safety and fire safety matters and the appropriate induction and training and coordination of centre users and volunteers.

This challenging position will need your creativity and marketing abilities to maximise on centre usage, with the added incentive of a commission scheme for commercially profitable room bookings in line with our vision to sustain a high-quality venue that covers its costs and engages local residents, charities and businesses.

You will have a proven ability to manage a building and resources whilst maintaining an ability to respond to the ad hoc demands that come with church life and running a centre open to the public.

You will be caring with an energetic outlook and the ability to listen and respond sensitively and efficiently to church members and the general public. Microsoft Office and experience with web-based applications is essential. The willingness to work toward the Vision of Watford Community Church based on our Values and the ability to keep complete confidentiality is fundamental.



WELLSPRING CENTRE MANAGER – Job outline

1 a) REASON JOB EXISTS

To ensure The Wellspring Church Centre is efficiently and effectively run as ministry that forms an important part of the overall Vision of Watford Community Church, on behalf of the Senior Leadership Team.

1 b) AREAS OF RESPONSIBILITY

- Ensure that the Vision and Values of the Church are upheld in the way The Wellspring Church Centre is presented, cleaned, maintained and used
- Co-operate with Senior Minister, other staff and Senior Leadership Team (SLT) in the efficient running of The Wellspring Church Centre
- Ensure the daily usage of The Wellspring Church Centre is well coordinated, managing a bookings system in line with set priorities, budgets and our obligations to external agencies including Watford Council
- Market the facility to appropriate groups and businesses in line with our Vision, Values and Beliefs and predetermined priorities and sales targets
- Ensure Centre visitors are warmly welcomed and dealt with in an excellent yet personal manner and rooms are set up according to visitors needs.
- Monitor and report on bookings and usage of The Wellspring Church Centre on a monthly basis
- Work closely with the Finance Administrator, in partnership with the Operations Manager, to ensure both income and expenditure are closely monitored and in line with predetermined budgets and sales targets
- Oversee Health and Safety management of the Centre in line with current legislation and take responsibility for Fire Safety
- Fire Safety
- Maintenance routines and weekly checks
- Dealing with ad hoc and emergent building maintenance issues to ensure The Wellspring Church Centre is an environment of a consistently high quality reflective of our Vision, Values and Beliefs
- Ensure a Centre Handbook is compiled, maintained and updated
- Ensure Centre users are adequately informed to ensure high standards are maintained
- Deal with public enquiries in person at the Reception and by phone and email, including signposting those requiring emergency pastoral care and support and, where appropriate offering them comfort and encouragement in line with our Values and Beliefs
- Work with other staff and volunteers to ensure adequate duty cover year-round
- Ensure the Centre is adequately stocked with cleaning and other supplies Work towards establishing the Wellspring Café in liaison with the Senior Leadership Team to establish product selection, working patterns, staffing levels, Health and Safety matters and financial management in line with our Vision, Values and Beliefs
- Manage and maintain the content of a dedicated Wellspring website

1 c) EQUALITIES

Ensure that the Church's equalities and diversity policies are followed.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to safeguarding children and vulnerable adults; health and safety; confidentiality and data protection and report all concerns to an appropriate person.

1 e) CRIMINAL RECORDS BUREAU

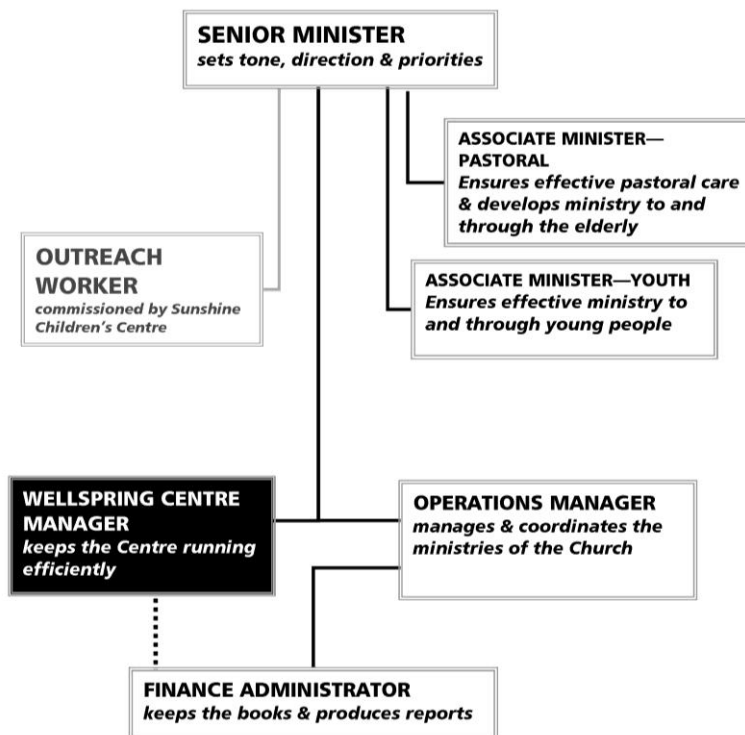
An enhanced disclosure will be sought through the Criminal Records Bureau as part of our pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the Vision and Values of the Church, preferably as an Active Member. All staff are required to participate in training and other learning activities, as well as in performance and development as required by the Staff Handbook and additional policies and practices.

The duties and responsibilities listed above describe the post as it is at present. On the basis of ongoing review and consultation, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

1 g) ORGANISATION CHART



The jobholder is managed by the Senior Minister (or in his absence a member of the Senior Leadership Team), with whom there is likely to be daily contact.

4. JOB CONTEXT

The Wellspring Centre Manager will provide essential support in the daily management of the Wellspring Centre, which will include the hiring out of our premises to local residents, charities and businesses to maximise usage of the Centre. Ensuring that all aspects of Health & Safety are upheld and implemented. To oversee the induction and training and coordination of centre users and volunteers.

Personal daily contact with the local community which will reflect our Vision, Values and beliefs

5. CONTACTS

Staff, Senior Leadership Team members, Church members, parents, children, external agencies (other professionals), contractors and other enquirers.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of venue/facilities management
- Experience of office administration
- Experience of working with volunteers and the general public
- Good numeracy and literacy skills
- Ability to use standard office software (Microsoft Office)
- Ability to use the internet (some training will be provided with any specific web-based applications required for the role)
- Ability to work in a team
- Evidence of accredited learning relevant to the post is desirable but not essential.

7. PROBLEMS AND DECISIONS

- Exercise discretion in filtering e-mails, phone calls and messages for the Church whilst ensuring that all enquiries are dealt with expeditiously.
- Dealing with unexpected events until another senior member of staff can be contacted.
- Ability to decide when to inform a senior member of staff of issues that may adversely affect the Church.

ADDITIONAL INFORMATION

The ability to work under pressure whilst dealing with constant interruption from various sources is essential due to the nature of the working environment.

In addition, the ability to prioritise workload to meet changing needs is an essential part of the role.

Should you be appointed to this position, this job description would be countersigned by yourself and a member of the Senior Leadership Team.

PERSON SPECIFICATION

JOB TITLE: **CENTRE MANAGER**

| Post Requirements | Criteria: Essential (E) Desirable (D) | Criteria | Assessed from A - Applic Form I - Interview |
|--|---|--|---|
| Experience relevant to post | E | Experience of venue/facilities management | A/I |
| | E | Experience of office administration | A/I |
| | E | Experience of managing both paid staff and volunteers | A/I |
| | E | Experience in dealing with the general public | A/I |
| | D | Experience of work in the charity/public sector | A/I |
| | D | Experience in reading financial information, handling budgets and statutory reporting procedures | A/I |
| Skills/Abilities/ Knowledge | E | Good numeracy and literacy skills | A/I |
| | E | Ability to use standard office software (Microsoft Office) | A/I |
| | E | Ability to use the internet | A/ |
| | E | Ability to work in a team | A/I |
| | D | Ability to use small internal telephone exchange | A/1 |
| | D | Ability to use web-based applications including basic website editing | A/I |
| | D | Evidence of accredited learning relevant to the post | A/I |
| Personal Qualities | E | Ability to work without close supervision | A/I |
| | E | Ability to communicate effectively at all levels; good rapport with people of all ages and backgrounds | |
| | E | Ability to work effectively as part of a team | A/I |
| | E | To maintain a high level of confidentiality at all times | A/I |
| | E | Responsible attitude to security of documentation and equipment | A/I |
| | E | Awareness of the need for pastoral sensitivity and encouragement when dealing with others, that they might realise their potential in Christ | A/I |

| Post Requirements | Criteria: Essential (E) Desirable (D) | Criteria | Assessed from A - Applic Form I - Interview |
|---|---|---|---|
| Commitment to Vision, Values and Beliefs of Watford Community Church | E | Ability to understand and work on the basis of our Values and Beliefs | A/I |
| | E | Willingness/ability to support and promote the Vision | A/I |
| | E | Confident in the face of change and supportive of improving systems and procedures for maximum efficiency and effectiveness in a changing and maturing Church | A/I |
| | D | Active involvement in the prayer, ministry and pastoral life of a church with similar beliefs, vision and values as Watford Community church | A/I |

The information on this form will be the basis on which the applicants will be assessed for short listing purposes. Applicants must ENSURE that they have accounted for each criterion (if applicable) in the application and show they meet the criteria through using examples or evidence.

The skills and attributes listed above will be assessed through the Application Form and throughout the interview.



Our Beliefs

The following is the Assemblies of God UK Statement of Faith (with which Watford Community Church is in fellowship). These truths should be worked out and expressed in mutual love, practical Christian service and compassionate concern:

We believe that the Bible (i.e. the Old and New Testaments excluding the Apocrypha), is the inspired Word of God, the infallible, all sufficient rule for faith and practice. *2 Tim. 3:15-16, 2 Peter 1:21*

We believe in the unity of the One True and Living God who is the Eternal, Self-Existent "I AM", Who has also revealed Himself as One being co-existing in three Persons – Father, Son and Holy Spirit *Deut. 6:4, Mark 12:29, Matt 28:19, 2 Cor. 13:14*

We believe in the Virgin Birth, Sinless Life, Miraculous Ministry, Substitutionary Atoning Death, Bodily Resurrection, Triumphant Ascension and Abiding Intercession of the Lord Jesus Christ and in His personal, visible, bodily return in power and glory as the blessed hope of all believers *Isa. 7:14, Matt. 1:23, Heb. 7:26, 1 Pet. 2:22, Acts 2:22, 10:38, 2 Cor. 5:21, Heb. 9:12, Luke 24:39, 1 Cor. 15:4, Acts 1:9, Eph. 4:8-10, Rom. 8:34, Heb. 7:25, 1 Cor. 15:22-24, 51-57, 1 Thess. 4:13-18, Rev. 20:1-6*

We believe in the fall of man, who was created pure and upright, but fell by voluntary transgression. *Gen. 1:26-31, 3:1-7, Rom. 5:12-21*

We believe in salvation through faith in Christ, who, according to the Scriptures, died for our sins, was buried and was raised from the dead on the third day, and that through His Blood we have Redemption. *Titus 2:11, 3:5-7, Rom. 10:8-15, 1 Cor. 15:3-4*

This experience is also known as the new birth, and is an instantaneous and complete operation of the Holy Spirit upon initial faith in the Lord Jesus Christ. *John 3:5-6, James 1:18, 1 Pet. 1:23, 1 John 5:1*

We believe that all who have truly repented and believed in Christ as Lord and Saviour are commanded to be baptised by immersion in water. *Matt. 28:19, Acts 10:47-48, Acts 2:38-39*

We believe in the baptism in the Holy Spirit as an enduement of the believer with power for service, the essential, biblical evidence of which is the speaking with other tongues as the Spirit gives utterance. *Acts 1:4-5, 8, 2:4, 10:44-46, 11:14-16, 19:6*

We believe in the operation of the gifts of the Holy Spirit and the gifts of Christ in the Church today. *1 Cor. 12:4-11, 28, Eph. 4:7-16*

We believe in holiness of life and conduct in obedience to the command of God. *1 Pet. 1:14-16, Heb. 12:14, 1 Thess. 5:23, 1 John 2:6*

We believe that deliverance from sickness, by Divine Healing is provided for in the Atonement. *Isa. 53:4-5, Matt. 8:16-17, James 5:13-16*

We believe that all who have truly repented and believe in Christ as Lord and Saviour should regularly participate in Breaking of Bread. *Luke 22:14-20, 1 Cor. 11:20-34*

We believe in the bodily resurrection of all men, the everlasting conscious bliss of all who truly believe in our Lord Jesus Christ and the everlasting conscious punishment of all whose names are not written in the Book of Life. *Dan. 12:2-3, John 5:28-29, 1 Cor. 15:22-24, Matt. 25:46, 2 Thess. 1:9, Rev. 20:10-15*

Our Values

These are the values – the lifestyle principles – that we are led by. It is our aim to live biblically-inspired, Holy Spirit empowered lives, and by the grace of Christ, these values express what we are aiming for:

KING AND KINGDOM

- God comes first – he is our King.
- We are a covenant community with Jesus Christ at the centre; loved, forgiven and adopted by the Father; empowered by His Holy Spirit.
- We seek first His Kingdom in all areas of our lives (Matt 6:33).

PASSION AND COMPASSION

- We seek to pray, praise and worship in Spirit and in Truth, with sincere and unbridled passion for Jesus. His glory is our heart's desire (Jn. 4:23-24).
- We live and serve motivated by Jesus' love and compassion for all people. This is shown in how we serve one another, reach the lost and encourage the broken (Eph. 4:32; Luke 19:10; Jas 1:27).

VIGILANCE AND DILIGENCE

- In our everyday lives we hold fast to the Word of God and, with the Spirit's help, practise what we preach (Ps 119:25-32).
- By God's grace we make good choices and protect our hearts and minds from evil influence (Eph. 5:8-20).
- As heaven awaits us, we persevere as daily disciples to see God fulfil His plan and purpose in us and through us, to change the world (Phil 3:12-14).

Our Vision

Rooted in Jesus Christ, and living for His glory, we are growing together into a thriving family of grace and a dynamic community of truth where everyone is welcome, enjoys life to the full, and is changed by the wisdom and power of God.

What this will look like:-

- *Every week people become joy-filled followers of Christ.*
- *People from all ages and backgrounds call this their spiritual home.*
- *Every LifeGroup is dynamic and life-giving in the community.*
- *Every celebration is inspiring and glorifies God.*
- *Everyone is equipped for daily witness, encouraged in their full-time ministry, and released into their God-given destiny.*
- *The generations enjoy life together, sharing wisdom and faith.*
- *Meaningful friendships thrive and grow.*
- *We invest in rich relationships, flourishing families, stronger marriages and better parenting.*
- *We all feed on God's Word, allowing it to change us and bear fruit in our daily lives.*
- *In partnership with others we reach out effectively to unreached communities everywhere God leads us, planting new congregations and ministries at home and abroad.*
- *Children and teenagers are reached and disciplined, equipped for lifelong ministry.*
- *We train leaders who will shape the future of this region and the nations.*
- *We enjoy abundant resources and excellent town-centre facilities*

Application Form

We ask all prospective workers with children and young people or vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

1. PERSONAL DETAILS

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name

Maiden/Former Name(s)

Date and place of birth

Address

Postcode

Daytime tel no

Evening tel no

Mobile tel no

Email address

How long have you lived at the above address?

Years

Months

If less than 5 years, please give previous address(es) with dates:-

From/To

/

/

to

/

/

At (previous) Address

Postcode

From/To

/

/

to

/

/

At (previous) Address

Postcode

Please tell us about your Christian experience including the church(es) you have attended and dates, the name(s) of minister/leader together with any activities undertaken.

Please give details of previous experience relevant to this post (This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.)

Please briefly summarise your reason for applying for this position, i.e. what inspires you about the role and why do you think you are well suited to it?

Have you ever had an offer to work with children/vulnerable adults declined?

YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work?

YES NO (Please tick)

If yes, please give details.

2. EMPLOYMENT HISTORY

Please tell us about your past and current employment / voluntary work in the table below.

| Employers Name and Address | Employed From (Date) | Employed to (Date) | Job Title & Description | Reason for Leaving |
|----------------------------|----------------------|--------------------|-------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Are you currently working in any other position in either a voluntary or paid capacity?

YES NO (Please tick)

If yes, please give details below

Name of the organisation

Address

Postcode

Daytime tel no

Mobile tel no

Email address

Post you are employed in (please give details of your duties)

3. REFERENCES

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employment (paid or voluntary). You should also provide details of your church minister / leader. We reserve the right to take up character references from any other individuals deemed necessary.

| | 1 | 2 |
|---------------|---|---|
| Name | | |
| Address | | |
| Postcode | | |
| Tel No | | |
| Email address | | |
| Relationship | | |

Church Minister/Leader's name:

Address

Postcode

Daytime tel no

Mobile tel no

Email address

Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to this post..

I confirm that the submitted information is correct and complete. I understand and agree to the conditions involving a Disclosure check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

Signed

Date

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.