



JOB DESCRIPTION

Job Title:	Coordinator of The Meeting Place
Employing Body:	Trinity Methodist Church
Location:	Diamond Avenue, Kirkby in Ashfield, NG17 7GN
Responsible to:	The Management Committee of Trinity Methodist Church
Accountable to:	The Church Council of Trinity Methodist Church
Purpose of the job:	To develop The Meeting Place, making it relevant to the community, helping them to see the value of being part of a Church family

Main Duties

1. To develop and co-ordinate The Meeting Place as a key meeting place for the local community. This will include:
 - a. Overall planning of the coffee bar activities, supporting the Management Committee in deciding the best use of its facilities.
 - b. Overseeing the marketing of the facilities and events held at The Meeting Place through digital channels (website, social media etc.) and community advertising.
 - c. Serving food (in conjunction with the volunteer team).
 - d. Reporting any required maintenance to the Trinity Management Committee.
 - e. Co-ordinating, motivating and inspiring a team of volunteers, ensuring The Meeting Place has a core set of people who support the running of the coffee bar.
 - f. Having a willingness to talk to customers about the Christian faith.
 - g. Undertaking risk assessments for activities within The Meeting Place.
2. To liaise with the council, schools, voluntary community organisations, other churches and local organisations in order to grow and develop The Meeting Place.
3. To work together with other members of staff, our cook and caretaker:
 - a. Ensuring stock management and stock fulfilment.
 - b. Ensuring The Meeting Place is run within statutory health and safety and food hygiene regulations.
4. To identify and source funding streams and produce applications for funding of a high standard
5. To provide regular written updates for the Management Committee and Church Council and to attend such meetings as required.

6. To fulfil any other mutually agreed responsibilities deemed appropriate by the Church Council, including training for which a small allowance will be available.
7. To work within the Health and Safety Policy of Trinity Church and Centre.
8. To work within the Equal Opportunities Policy of Trinity Church and Centre.
9. To work within the Safeguarding Policy of the Methodist Church and to undertake a DBS check and attend Methodist safeguarding training.

Terms and Conditions

- Terms of appointment: Temporary – 12 month's funding has been provided
- Salary will be £10.00 per hour.
- 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.
- Normal working pattern: 16 hours per week to be worked flexibly, primarily during the opening times of The Meeting Place. Any additional hours accrued will be eligible for time off in lieu.
- Holiday entitlement is 84 hours (including statutory holidays). Where possible holiday not to clash with other members of staff.
- Appointment is subject to a satisfactory enhanced Disclosure & Barring (DBS) Disclosure.
- Appointment will be subject to satisfactory references
- Appointment is subject to the completion of a satisfactory three-month probationary period.



PERSON SPECIFICATION

Job Title: The Meeting Place Coordinator at Trinity Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or equivalent Administrative and basic IT skills	Qualifications in Health and Safety, Management, Administration	Q
Proven Ability	Experience of working with Christian organisations (paid or voluntarily)	Experience in café management	A, I
		Able to produce rotas and timetables	A, I
Special Knowledge & Skills	Computer literate	Food Hygiene Certificate (at least level 2)	A, I
	Ability to handle money		I
Special Qualities or Aptitudes	Able to identify and source funding streams and produce applications for funding	Has a working knowledge of Health and Safety regulations as they apply to The Meeting Place	A, I
	Able to relate effectively to people of all ages, cultures and backgrounds	Able to contribute to vision building and development of The Meeting Place and to suggest opportunities for developing the potential of The Meeting Place	A, I
	Ability to guide and train staff / volunteers	Able to work as part of a team, supervising others as necessary	A, I
	Willing to engage customers about the Christian faith	Has a strong Christian commitment	A, I

	Able to set and work to goals without direct supervision		A,I
	Able to communicate effectively (verbally and in writing)		A,I
	Able to motivate self and others		A,I
	Good organisational skills		A,I
	Ability to work under pressure		A,I
	Willing to work flexible hours		A,I
		First Aider	Q
Any Other Requirements	Satisfactory Enhanced disclosure from the Disclosure & Barring Service		DBS Application

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

Last Date Modified: July 2021