

Kairos Centre Manager Job Description

Purpose of the Role

The Role of the Kairos Centre Manager is to promote and oversee the day to day running of Grange Park Church Kairos Centre whose mission is to provide a base for Grange Park Church (GPC) and to be good news to Grange Park and beyond.

Responsibilities

Management

- To manage the Kairos Centre and any employees and volunteers thereof.
- To ensure the Centre is well kept and to organise maintenance and repairs
- Ensure that the Insurance Policy/Polices in place covers the Centre, its employees, its users and equipment. These to be checked annually to ensure that the amount insured is up to date and at the appropriate level required.
- To ensure all staff and volunteers are trained in and share the vision and values of the Centre
- To ensure implementation of volunteer policies.

Promoting the Centre

- To promote the centre within GPC and to the wider community, making the residents of Grange Park aware of its existence and the opportunities it affords. This includes liaison with individuals, groups and local businesses. The priority is firstly to promote the GPC values and secondly to enhance usage and income for the centre.

Bookings and Payment

- Create then oversee an effective system for bookings and payments for Kairos Centre.

Equipment and Stock

- Ordering such equipment/stock as the Kairos Centre requires in compliance with budgets in operation to ensure that there is not an overspend.

Health and Safety

- Produce a Health & Safety procedures for the Kairos Centre, to include a Fire Drill and ensuring that the centre users are aware of and comply with them.
- Review the Health and Safety Policy and ensure that the annual checks are carried out.
- Ensure staff and volunteers have received the relevant training for their role.
- Monitor the cleaning of the centre.

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Insurance

- The Centre Manager would be expected to respond to the alarm should it be activated, or to arrange an alternative person when not available.

Accountability

- The Centre manager's line manager is the Senior Minister, who acts on behalf of the Trustees (the GPC Leadership Team)
- The Centre Manager is expected to attend GPC staff meetings, meet regularly with their line manager, and to have an annual review.
- The Centre Manager will be required to attend some meeting of the Trustees (GPC Leadership Team)

Hours of Work

- The post is 20 hours per week with 4 weeks days holiday plus statutory holidays. There is some flexibility required in when these hours are worked and on occasions it may be necessary to work some evenings and at weekends.

This is not an exhaustive list; the Centre Manager would be expected to carry out additional duties as required by their line manager or the GPC trustees.

Essential skills and experience would include:

- A good communicator
- Someone who enjoys working with people
- Someone who has experience of managing and liaising with people
- Someone who passionately shares the vision and values of GPC and The Kairos Centre
- Someone who can network and build links with community groups .
- Basic IT skills and use of a computer as required.
- The ability to be able to work within a budget, deal with invoices and keep good financial records.
- A basic understanding of Health & Safety issues related to using a building of this type.
- The willingness to be flexible in terms of the approach to carrying out their duties.
- An understanding of the nature of the overall wider site and its aims.
- A passionate follower of Jesus.

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