



St Laurence Church & Centre
Catford

Parish Manager Recruitment Pack



Dear applicant,

Thank you for expressing an interest in applying for the post of Parish Manager at St Laurence's, which combines the roles of Community Centre Manager and Parish Administrator. This note is designed to provide you with information about the job, and a flavour of working here; the formal jd & person spec follow.

I have been Vicar of this parish since 1989, and over the years have made it a priority to develop the work of our Community Centre. Today, it is a thriving community hub, embedded in the diverse local communities that we serve. Housed in a remarkable 1968 listed building, we provide space for local people to meet for socials, parties, gatherings, meetings, classes and training sessions, and for any number of events attended by a very wide cross-section of Catford people. We cater for the very old (various elders groups and lunch-clubs) and the very young (toddlers' groups; children's ballet and martial arts); we host Arabic classes, the largest choral society in south-east London, a Badminton Club, ESOL classes for parents at a local primary school, the local Townswomen's Guild, adult martial arts, blood donation sessions and currently a good deal of filming (eg the Boots 2020 pre-Christmas TV commercial and a feature film starring Orlando Bloom); we co-operate with the Council to host meetings of the local assembly and some council meetings. Our footfall is around 40,000 p.a.



Prices are kept low to make this valuable resource available for local groups and local people (with substantial discounts available for non-profit organisations) as well as religious ceremonies of all faiths. We are entirely self-sufficient, and receive no public funding except for particular projects. Nonetheless, the building has been well maintained over the years thanks to much work by volunteers, successful grant applications and sustained fund-raising.

As manager, you would be at the heart of this vibrant community hub, managing its income stream to match the diverse needs of its actual and potential users, and overseeing every aspect, human and material, of a building that plays an important role in creating, maintaining and safeguarding the social fabric of this part of Lewisham. You would get to know the local community and encourage groups to develop and thrive. You would co-ordinate the work of our large number of willing volunteers, and, additionally, work with members of the clergy and congregation in assisting with some of the administrative tasks necessary to maintaining the smooth running of a warm, welcoming and hugely diverse parish. You would also be looking to the future.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to respect these beliefs but are not themselves required to hold to any particular faith or practice.

I hope you will consider joining a creative and friendly team on our journey, supporting us as we seek to play an increasingly important role in making Catford a good place in which to live, work, study or make a home. If you have any questions or would like to talk about the role, please do not hesitate to get in touch. (Contact details on next page).

With best wishes from
Fr Charles Pickstone, Vicar, St Laurence Church.



ST LAURENCE CHURCH & CENTRE, CATFORD

37 Bromley Road, London, SE6 2TS

(020) 8698 9706/2871

st.laurence@btconnect.com

www.stlaurencecentre.org.uk

www.stlaurencecatford.org.uk

JOB DESCRIPTION and PERSON SPECIFICATION

- Job title:** Parish Manager (Community Centre Manager and Parish Administrator)
Hours: full time (37.5 hours per week). Flexible working and job-share friendly
Salary: £30-35,000, depending on qualifications and experience; pension scheme
Terms and conditions: initially, 25 days annual leave plus bank holidays
Location: St Laurence Centre, Catford, London SE6 2TS
Reports to: Vicar
Key relationships: Vicar, Centre Management Committee, Caretaking staff, Church Wardens

Purpose of the role

- To ensure the smooth running of St Laurence Community Centre, in close co-operation with the Centre Management Committee and the Vicar
- To undertake a number of administrative tasks for St Laurence Church, its Ministry Team and Officers of the church

KEY RESPONSIBILITIES

Management of the Community Centre

- Be responsible for the management of the community centre, and manage the caretaking team (recruitment, training, rostering and supervision of caretaking staff)
- Deal with booking enquiries, take and manage bookings (invoicing, chasing late payments, managing complaints, negotiating fee reductions, refunding deposits)
- Manage finances using Quickbooks Online; issue invoices and receipts; manage payroll, pensions and budgets; make payments
- Liaise regularly with the Centre Management committee; take minutes at monthly meetings
- Liaise with caretaking staff regarding maintenance and repairs; get estimates and manage contractors
- Ensure all necessary policies and procedures are in place, and are kept up to date; maintain records; undertake regular risk assessments; and follow procedures relating to Health and Safety in the workplace at all times
- Support and develop the role of volunteers assisting in the office; review and implement procedures to ensure clear, efficient and effective office operation
- With the Centre Management Committee, continue the task of evolving a vision for the future of St Laurence's, as circumstances change, and plan and implement strategies to achieve this

Parish Administration

- Maintain a broad general knowledge and understanding of church activities, individuals and current parish events, so that the office can support the Church in its mission
- Provide a high standard of administrative support including preparing and circulating agendas for meetings and minute taking, updating some registers
- Prepare weekly parish news sheet and/or service booklet (InDesign software – training can be given); attend monthly ministry team meetings (usually over breakfast); take and distribute minutes
- Keep parish database up to date (FileMaker Pro software – training can be given)

PERSON SPECIFICATION

Skills and competencies

- | | |
|---|-----------|
| • excellent communication skills – written and oral | Essential |
| • excellent organizational skills | Essential |
| • strong attention to detail | Essential |
| • general office, clerical and IT skills | Essential |
| • strong prioritization skills and ability to manage workload | Essential |
| • ability to work flexibly | Essential |

Experience

- | | |
|---|-----------|
| • experience of management of paid staff and volunteers | Essential |
| • experience of working in a public facing role | Essential |
| • general accounting and payroll experience | Essential |
| • experience of premises management | Desirable |

Knowledge

- | | |
|--|-----------|
| • Knowledge of health & safety issues, risk assessments, safeguarding; or willingness to learn | Essential |
| • Knowledge of church worship and ministry | Desirable |

Personal Attributes

- | | |
|---|-----------|
| • ability to respect matters of confidentiality, sensitivity and compassion | Essential |
| • ability to make decisions and take initiative | Essential |
| • motivated to deliver high quality output | Essential |
| • ability to manage the unexpected | Essential |

RECRUITMENT PROCESS

- 1) Application forms should be submitted by noon on **December 8th**
- 2) Successful applicants will be informed of the interviews by the end of **Friday December 10th**
- 3) Interviews will be held on **Tuesday December 14th** during the day

Submitting an application

Please email st.laurence@btconnect.com for an application form

Start date & probationary period

The anticipated start-date is January 3rd or later. Six-month probationary period.



St Laurence Church and Centre Catford

Mission, Goals and Values

The mission of the Centre is to implement the parish's vision of creating a resource available to all local people, through the provision of space for members of local and wider communities to meet; to foster the growth of community in a particularly diverse part of south-east London; and to celebrate its riches.

History

St Laurence Church and Centre is a purpose-built 1968 church and community centre which for 50 years has continued to provide a wide range of services to the people of Catford. The parish was founded in 1888, and for 80 years the old church stood on the edge of the South Circular until its demolition for road-widening gave the opportunity for the construction of a modern Church and Community Centre not far away.

Resources

St Laurence's consists of an octagonal church (notable for its striking *dalles de verre* stained glass windows) seating c. 350 and a small chapel (open during daylight hours), and a number of vestries and ancillary rooms. The Centre comprises a large hall that can accommodate 200 people (160 at tables), and three smaller rooms (one a dedicated Youth Room), each of which can take c. 50 people, and three offices. The entire building is Grade-II listed. There is ample parking and a tarmac football area for young people that doubles as overflow car park. All rooms and offices are available for hire. The site also includes a vicarage and four flats.

Both Church and Centre are well used, and much valued by the local community, a high proportion of whom will attend an event here, whether in Church or in the Centre, over the course of a year. The Centre is used by very diverse groups of people, reflecting the local area, for, amongst other things, meetings, conferences, receptions, functions, classes, activities and training days. (Estimated footfall about 40,000 per annum).

Staff currently employed include the Parish Manager and a number of caretakers. In addition, a considerable number of volunteers perform different roles within the church and centre. The parish also uses the services of a Director of Music and an Organist.

Organisational structure

As a Church of England parish church, St Laurence's is the responsibility of the elected parochial church council (PCC), a legal body and registered charity (1131092), chaired by the vicar of the parish. The PCC has a number of subcommittees including (1) the Centre Management committee, responsible to the PCC for the efficient running of the Centre, and chaired by a PCC member who reports back to the PCC and (2) the Parish Ministry team, comprising the clergy (Vicar, Curate, three retired clergy), a licensed Reader and a Pastoral Auxiliary, who are responsible for the pastoral oversight of the congregation and for planning liturgies. The Parish Manager is a member of both of these committees. The Parish Manager is line managed by the Vicar, and is supported by the Centre Management Committee through its chair. In turn, they are responsible for managing the caretaking staff.

Lewisham

Already one of London's best functioning and most diverse Boroughs, and with traditionally a particular emphasis on supporting local communities, Lewisham will also be London Borough of Culture 2022. St Laurence's has received a substantial grant towards a community dance project that will take place in June 2022 as part of this, and this is typical of the sort of projects that we undertake.