

# Down and Connor Diocesan Trust



## **Ethos and Values required of all Employees**

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Catholic Church.

This includes:

### **Respect for the Inherent Dignity of every person:**

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact and to contribute to a collaborative and supportive atmosphere among those with whom you work.

### **Respect for Teaching and Practice:**

Our expectation is that everyone who works for the Diocese:

- ❖ will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church and act in a manner that is consistent with the values and ethos of the Diocese.
- ❖ will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.

**ST BRIGID'S PARISH  
42 DERRYVOLGIE AVENUE, BELFAST, BT9 6FP**

<b>ROLE PROFILE: PARISH CENTRE MANAGER</b>	
<b>Reporting and Accountable to:</b>	<b>Chair of the Parish Centre Management Committee / Parish Priest</b>
<b>Responsible for:</b>	<b>Managing the Parish Centre and its range of activities</b>
<b>Key Performance Measures:</b>	
<ul style="list-style-type: none"> <li>- Feedback from the Parish Centre Management Committee/Parish Priest, the Parish Team and 3<sup>rd</sup> Party Providers;</li> <li>- Professionalism and helpfulness in dealing with others, both internally and externally;</li> <li>- Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;</li> <li>- Maintaining a professional approach to work at all times;</li> <li>- Projecting a professional and reputable image for the Parish at all times.</li> </ul>	
<b>Detailed Responsibilities of this Role:</b>	
<p>The post holder will be responsible to the Chairperson of the Parish Centre Committee, for managing the Parish Centre and its range of activities. This will include the day-to-day management of the Parish Centre including staff, the care of buildings, administration, accounts and health and safety within the Parish Centre and its facilities.</p> <p>In fulfilling this role, the job holder undertakes the following activities:</p> <p><b><u>MANAGEMENT:</u></b></p> <ul style="list-style-type: none"> <li>- To oversee the day-to-day management of the Parish Centre;</li> <li>- To be responsible for the setting up and packing down of each room according to the bookings' diary. This will include but is not limited to set up of chairs, tables, tea, coffee and urns and all associated equipment required;</li> <li>- To ensure premises are maintained to a neat and tidy standard internally and externally;</li> <li>- To ensure that all users of the Parish Centre complete a User Agreement form;</li> <li>- To ensure that users of the facilities provide details of insurance and Child Protection compliance where appropriate;</li> <li>- To source, organise and motivate volunteer workers to assist in the smooth running of the Parish Centre and its activities;</li> <li>- To prepare an annual business plan containing a programme of activities, costings, implementation measures and review arrangements;</li> <li>- To maintain good professional relationships with internal and external stakeholders;</li> <li>- To provide regular feedback to the Chair of the Parish Centre Committee on general progress including emerging issues and/or issues of concern;</li> <li>- To organise and attend an annual general meeting of the Parish Centre Committee to review progress and discuss the Business plan for the incoming year;</li> </ul>	

- To manage and oversee the work of staff for whom the post holder is responsible, delegating tasks as appropriate;
- Introduce and Manage a Recycling Policy within the Parish Centre.

**RISK:**

- To ensure all Health & Safety regulations and processes are in place and regularly reviewed;
- To ensure all activities in the Centre are managed in line with Covid 19 Regulations and Diocesan Protocols;
- To ensure food hygiene procedures and certification processes are regularly reviewed;
- To ensure electrical and gas appliances and CCTV equipment are properly used and maintained;
- To keep under review all fire alarm and security systems pertaining to the Parish Centre and its activities;
- To ensure Accident Reporting procedures are in place;
- Open and lock up Parish Centre or organise for other staff/volunteers to do so on your behalf;
- Respond promptly to Fire Alarms alerts;
- Arrange necessary training for Parish Centre users for example, Fire Safety, Health and safety, Operation of Defibrillator.

**FINANCIAL MANAGEMENT:**

- To ensure finances are managed in accordance with Diocesan standards;
- To ensure all income is collected and banked in a timely manner;
- To ensure expenses are minimised and paid against invoices/receipts as required;
- To ensure that cash/petty cash is properly secured and receipted;
- To maximise room rental income;
- To review rental charges with a view to structure and consistency;
- To be innovative in identifying new income streams.

**SAFEGUARDING:**

- To ensure the Centre is a safe environment for all employees, Volunteer's and those availing of services provided;
- To ensure all policies and procedures for the protection of children and young people and vulnerable adults, and those who work with them, are in place and implemented.

**CATERING/EQUIPMENT:**

- To organise, oversee and assist at all functions within the Parish Centre and its facilities including funerals, birthday parties, entertainment nights, parties etc.;
- To review the running of the Café and its effectiveness;
- To ensure the Entertainment Licence is managed and renewed as required;
- Purchase of day-to-day materials to ensure smooth running of the Parish Centre.

**JOB DESCRIPTION REVISION:**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish Centre.

**PARISH CENTRE MANAGER  
42, DERRYVOLGIE AVENUE, BELFAST, BT9 6FP**

**PERSON SPECIFICATION**

	<b>ESSENTIAL CRITERIA:</b>
<b>EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:</b>	<p>The successful candidate must be able to demonstrate experience in the following:</p> <ol style="list-style-type: none"> <li>1. At least 2 years' management experience including financial management;</li> <li>2. Ability to work as part of a team and to lead a team;</li> <li>3. Ability to work under pressure and meet challenging targets and deadlines;</li> <li>4. Excellent planning and organising skills;</li> <li>5. An awareness of general maintenance including Health &amp; Safety and standards of a large facility and Food Hygiene;</li> <li>6. Experience in the promotion/development of services to meet needs in a local community setting;</li> <li>7. Computer Literacy using the full range of Microsoft Office Packages;</li> <li>8. An Awareness of the Diocesan Safeguarding Policy;</li> <li>9. An appreciation of the need for sensitivity and confidentiality;</li> <li>10. A general understanding of the social and moral teachings of the Catholic Church;</li> <li>11. A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish.</li> </ol>
	<b>DESERIBLE CRITERIA:</b>
	<ol style="list-style-type: none"> <li>1. At least 2 years' previous experience of fulfilling the responsibilities of running a similar facility/situation;</li> <li>2. A current clean full European Driving Licence or access to a means of transport to facilitate the carrying out of the full responsibilities of this role.</li> </ol>
<b>ABILITIES/ COMPETENCIES</b>	<p>The successful candidate will possess:</p> <ul style="list-style-type: none"> <li>- Excellent verbal and communication skills and the ability to lead and work as part of a team;</li> <li>- Ability to work on own initiative;</li> <li>- A hands-on approach to problem solving;</li> <li>- A flexible attitude which will ensure that the needs of the running of the Parish Centre are met.</li> </ul>
<b>LOCATION:</b>	<b>ST BRIDE'S HALL, 38 DERRYVOLGIE AVENUE, BELFAST</b>
<b>HOURS of WORK:</b>	<b>30 hours per week – HOWEVER FLEXIBILITY TO WORK ADDITIONAL HOURS MAY BE REQUIRED. Work pattern to be agreed with the Parish Centre Committee</b>
<b>REMUNERATION:</b>	<b>£10.50 gross per hour</b>
<b>ANNUAL LEAVE:</b>	<b>32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part-time employees]</b>
<b>Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.</b>	