

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. ANNE'S PARISH, KINGSWAY, FINAGHY, BELFAST, BT10 ONE

ROLE PROFILE: PARISH CENTRE CO-ORDINATOR	
Reporting and Accountable to:	The Parish Priest
Responsible for:	Managing the Parish Centre and its range of activities.
Key Performance Measures:	
<ul style="list-style-type: none">- Effective and efficient management and operation of the Parish Centre facilities;- The premises both inside and outside are maintained to a neat and tidy standard;- Positive feedback from the Parish Secretary, the Parish Priest, the Parish Team and 3rd Party Providers;- Professionalism and helpfulness in dealing with others, both internally and externally;- Compliance with and adherence to relevant legislation and regulatory requirements as issued by the Diocese of Down and Connor;- Maintaining a professional approach to work at all times;- Projecting a professional and reputable image for the Parish at all times.	
Detailed Responsibilities of this Role:	
<p>The post holder will be responsible to the Parish Priest for management of the Parish Centre and its range of activities. This will include the day-to-day management and operation of the Parish Centre, the care of buildings, administration 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><u>MANAGEMENT:</u></p> <ul style="list-style-type: none">- Ensure efficient day-to-day management and operation of the Parish Centre;- Ensure the premises are maintained to a high standard internally and externally;- Ensure that all users of the Parish Centre complete a User Agreement form;- Ensure that users of the facilities provide details of insurance and Child Protection compliance where appropriate;- Proactively promote the use of the Parish Centre facilities within the community and to work with volunteers and others to assist in the smooth running of the Parish Centre;- Maintain good professional relationships with internal and external stakeholders;- Provide regular feedback to the Parish Priest and the Parish Finance Committee on general progress including emerging issues and/or issues of concern;- Attend a meeting/or meetings of the Parish Finance Committee when requested to do so;- Co-ordinate and oversee the work of contract staff and/or volunteers for whom the post holder is responsible from time to time, delegating tasks as appropriate;- Develop and implement a Recycling Policy within the Parish Centre.	

RISK:

- Ensure all Health & Safety regulations and processes are in place and regularly reviewed;
- Ensure food hygiene procedures and certification processes are regularly reviewed;
- Ensure electrical and gas appliances and CCTV equipment are properly used, maintained and certified as required by legislation;
- Keep under review all fire alarm and security systems pertaining to the Parish Centre and its activities;
- Ensure Accident Reporting procedures are in place;
- Open and lock up the Parish Centre or organise for other staff/volunteers to do so on your behalf;
- Respond promptly to Fire Alarm alerts;
- Arrange training for Parish Centre users when appropriate, for example, Fire Safety, Health and Safety, Operation of Defibrillator;
- Have oversight of all activities and functions within the Parish Centre and its facilities including funerals, birthday parties, entertainment nights, parties etc.;

FINANCIAL MANAGEMENT:

- Work with the Parish Priest and the Parish Finance Committee to ensure full familiarity with the different costs associated with operating the Parish Centre facilities and the drivers of these costs.
- Ensure all costs and expenses are minimised and all invoices/receipts are approved and forwarded to the Parish Office for payment;
- Work with the Parish Priest and Parish Finance Committee to periodically review all costs and facility rental charges with a view to maintaining a fair cost structure and consistency;
- Be proactive and innovative in attracting new facility users and income streams.

SAFEGUARDING:

- Ensure the Centre is a safe environment for all employees, volunteer's and those availing of services provided by the facility;
- 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 being followed.

OTHER:

- Build a positive and proactive working relationship with the Parish Secretary;
- Ensure the Entertainment Licence is managed and renewed as required;
- Order 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 CO-ORDINATOR

ST. ANNE'S PARISH CENTRE, KINGSWAY, FINAGHY, BELFAST, BT10 ONE

PERSON SPECIFICATION

	ESSENTIAL CRITERIA:
EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:	<p>The successful candidate must be able to demonstrate experience in the following:</p> <ol style="list-style-type: none"> 1. At least 2 years management experience in a similar role with basic budgetary control; 2. Good planning, organising and administrative skills; 3. Ability to work as part of a team including delegating tasks to a team; 4. Ability to work under pressure and meet challenging deadlines; 5. An understanding of how to deal with maintenance requirements; 6. A full understanding of Health & Safety requirements within a facility; 7. Experience in the promotion/development of services or activities to meet local needs in a community setting; 8. Computer literacy including competence in email communication; 9. An understanding of the Diocesan or other similar Safeguarding Policies; 10. An awareness of the need for sensitivity and confidentiality; 11. A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish.
	DESIRABLE CRITERIA:
	<ol style="list-style-type: none"> 1. A current clean full European driving licence or other form of transport; 2. A working knowledge of Word and Excel Microsoft Office packages.
ABILITIES/ COMPETENCIES	<p>The successful candidate will possess:</p> <ul style="list-style-type: none"> - Excellent verbal and communication skills; - The ability to work as part of a team and to supervise a team; - Ability to be proactive, innovative and work on own initiative; - A hands-on approach to problem solving; - A flexible attitude which will ensure that the needs of the running of the Parish Centre are met.
LOCATION:	St. Anne's Parish Centre, Kingsway, Finaghy, Belfast, BT10 ONE
HOURS of WORK:	24 hours per week – Flexible work patterns are fully supported and should be agreed with the Parish Priest. (Flexibility to work additional hours may be required).
REMUNERATION:	£15,000 gross per annum
ANNUAL LEAVE:	32 days per annum which is inclusive of 12 customary holidays. [Pro-rata for part-time employees]
Access NI Clearance to work with Children and Adults at Risk of Harm must be in place before the successful candidate is employed.	