



## JOB DESCRIPTION & PERSON SPECIFICATION

### JOB DESCRIPTION

<b>Job Title</b>	<b>Spire Centre Administrator</b>		
<b>Reports to</b>	Nominated Board member or co-opted church member	<b>Location</b>	The Spire, High Street, Poole BH15 1DF.
<b>Church</b>	Poole Methodists	<b>Salary</b>	£12.50 hourly rate for 15-20 hours pw.

### Job Purpose and Objectives

To bring good administrative and communication skills to the smooth running of The Spire, a community building in the centre of Poole, with a church at its heart.

<b>Responsible to:</b>	The Lay Employee will be employed by the Church Council and will be line managed by nominated Sea Change Management Board member or co-opted member of Poole Methodists .
<b>Responsible for:</b>	No line management responsibilities.

### Main Responsibilities

Duties	Expected outcomes
Encourage the active use of The Spire premises for appropriate activities, working as part of a team to make the premises welcoming and accessible 7 days a week.	A busy and productive building, serving the needs of the community.
Proactive liaison with Spire Users.	Clear communications to minimise and deal with problems.
Deal with enquiries about room hire and other bookings, inc catering.	Enhanced reputation for The Spire via polite, welcoming and positive interactions with the public.
Make and amend bookings.	A well-ordered bookings system, with clear records of contact et.c.
Raise and issue room hire and catering invoices.	Promptly issued invoices and positive interaction with customers.
Proactive liaison with Church Treasurer about booking income.	Optimised management of income.

Follow up promptly on outstanding invoices and report regularly on Aged Debt.	Minimise monies owed.
Produce Weekly Log of activities at The Spire.	Clarity among all building-users re activities.
Manage and update the room booking and pricing system as necessary.	Clear records re those using the building.
Administer the insurance cover, utilities arrangements, and cleaning contract for The Spire.	Reliable, clean and safe environment at The Spire.
Regular proactive liaison with Caretaker, Catering Manager and other staff.	Co-operative working to ensure the smooth running of the building.
Management of keys.	Clear records of key-holders at The Spire.
Managing correspondence and communications, such as emails, phone calls, and post, inc liaison with Sea Change Management Company and Poole Methodists.	Joined-up running of The Spire.
Any other duties and responsibilities, identified by the Church Council as are within your capabilities and level of responsibility, in order to meet the needs of work at The Spire.	

## Terms and Conditions

- Terms of appointment: Permanent.
- The salary/rate of pay will be £12.50 per hour.
- Normal working pattern: some flexibility, but typically 3-4 hours per day on 5 out of 6 days, Mon-Sat.
- All reasonable expenses will be reimbursed.
- 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.
- At least one day free of responsibilities each week.
- 28 days annual leave entitlement per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.



## PERSON SPECIFICATION

**Job Title: Centre Administrator**

**Church: Poole Methodists**

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Educated to GCSE level or equivalent	x		Q
<b>Proven Ability</b>			
To be courteous and polite at all times to offer an unsurpassed customer care	x		A, I
Good communication skills – verbal and written	x		A, I, W
Able to work alone and be self-supporting when needed	x		A, I
<b>Special Knowledge &amp; Skills</b>			
Confidence and competence in computer use	x		A, W
“ “ in Word & Excel	x		A, W
Understanding of church life and the groups which use the premises		x	A, I
Understanding of Christian values		x	A, I
Ability to work as part of a team ensuring a supportive and harmonious environment for all	x		I
Use of room-booking software		x	A, I
Ability and willingness to work flexibly both with tasks and time	x		A, I
Able to adapt to changing priorities and circumstances	x		A, I
Able to identify tasks which must be referred to Sea Change Management Company		x	I
<b>Any Other Requirements</b>			
Satisfactory Enhanced disclosure from the Disclosure & Barring Service	x		Q

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*