



**Union Baptist Church**  
The HUB • High Wycombe



## Job Description

<b>Job Title:</b>	Church centre manager
<b>Location:</b>	Union Baptist Church, High Wycombe
<b>Hours:</b>	26.25 hours per week, with occasional out-of-hours working
<b>Salary:</b>	£19.6-22.4K (£28-32K full-time equivalent)
<b>Reports to:</b>	Operations manager

## Summary of the role

To ensure all the church's buildings (on our main site, and the manse) are used efficiently and to maximum effect to support the church's vision, mission, and values. To ensure all building users experience excellent service. To ensure the buildings are well maintained and the church meets its obligations on compliance issues. To discharge these responsibilities in collaboration with church leadership, volunteers and administration and finance staff.

## Managing the use of the buildings

- Running the booking system on ChurchSuite software for internal and external users
- Applying the church's policies for who may rent the premises and the priorities for the buildings' use
- Ensuring rooms are clean, set up, catered, equipped, signposted and heated, in particular preparing the worship space for services, assisting as needed
- Recruiting and line managing volunteers or casual workers to staff reception or set up or pack down rooms as required
- Liaising with clients by phone, email or in person
- Administering payments and refunds via finance staff
- Managing complaints
- Supporting publicity and adjusting pricing as needed
- Ensuring food hygiene requirements are met by all building users
- Ensuring that appropriate emergency procedures are in place and users of the building are informed or trained

Union Baptist Church

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Charity No 1130582

- Owning the organisation and training of volunteers and staff with safety responsibilities such as fire marshals
- Carry out other reasonable duties that are asked of you

### **Taking care of the buildings**

- Recruiting and line managing a team of cleaners and a maintenance worker (all part-time) to maintain the buildings
- Keeping time records for all managed staff
- In collaboration with the maintenance volunteer team and property team:
  - Handling short-term repair and maintenance issues and annually-scheduled routine actions
  - Contributing to long-term maintenance and development plans
- Maintaining a knowledge of the buildings' fabric so that they can be kept in good condition
- Maintaining a knowledge of the operation of the buildings' technical systems, such as heating, electrical, plumbing, CCTV, alarms and Wifi, and ensuring they are kept operational
- Monitoring stocks and ordering janitorial supplies as needed
- Managing supplier, utility and maintenance contracts
- Ensuring the main building is locked and unlocked as required
- Managing the issuing of keys to the buildings
- Keeping track of church equipment
- Taking ownership of the administrative aspects of Health and Safety, conducting regular inspections, commissioning and documenting safety checks, enforcing relevant policies, and collaborating with the Health and Safety trustee
- Ensuring the church's landlord responsibilities are met for relevant premises
- Ensuring the adjacent pathway and land are kept clear and tidy
- Maintaining internal and external signage
- Carry out other reasonable duties that are asked of you

### **Appendix: Church Profile**

Union Baptist Church has the vision to see the town of High Wycombe transformed by God through a loving, serving, worshipping church community.

We are a Bible-based church which welcomes everyone and is committed to the faithful teaching of God's word as the authority for how to live our lives.

The church has around 180 members of very diverse social and ethnic backgrounds and we regularly see several hundred people come through our main building weekly.

On the church site in the town centre, our main building includes worship and welcome spaces, newly transformed in December 2024, with a suite of rooms and halls behind them to provide for the needs of the church community. These premises also support our activities aimed at serving the town, which include ministries to the homeless, adults with learning disabilities, unemployed people, a Romanian speaking population, families and young people. In addition, we rent out our halls and rooms to non-profit and commercial organisations, so generating significant income. On the same site is a cottage leased to a counselling charity, and separately we own a manse in a residential area.