



Union Baptist Church
The HUB • High Wycombe



Person Specification: Church Centre manager

Character - Essential

- To be in sympathy with Union Baptist Church's [Vision, Mission and Values Statement](#)
- To be an organised self-starter
- To be reliable and punctual
- To be methodical and a completer-finisher
- To be flexible and a committed team player
- To be able to collaborate effectively with other staff and volunteers
- To be able to relate well to church members (as volunteers and internal clients) and external clients

Experience, Knowledge and Qualifications - Essential

- Experience of line management
- Awareness of health and safety regulations
- Experience of a customer service environment

Experience, Knowledge and Qualifications - Desirable

- Experience of building management
- Experience of a premises rental enterprise
- Experience of working with volunteers
- Understanding of the church and charitable sector
- An understanding of the operation of building-related technical systems

Skills - Essential

- Leadership skills, with the ability to encourage and enthuse team members
- Good interpersonal skills
- Organisational skills

Union Baptist Church

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Charity No 1130582

- Problem-solving skills
- The ability to organise their own time and prioritise their workload
- A knowledge of general maintenance and repair work
- To be able and willing to undertake a range of manual duties, including the setting up and clearing away of furniture/equipment and ad-hoc cleaning
- Computer proficiency
- Good oral and written communication skills
- Numeracy, budget management and scheduling skills
- Able to work in full compliance with UBC's safeguarding policy