

DIOCESE OF SALFORD

Job Title:	Parish Hall Supervisor		
Department:	Sacred Heart and St Francis Parish		
Reports to (job title):	Parish Priest		
Accountable to:	Parish Priest		
Responsible for:	N/A		
Key Relationships:	Parish Priest, Volunteers		
Location:	Sacred Heart Presbytery, Levenshulme Road, Gorton, Manchester M18 7WJ	Travel Required:	No travel required
Level/Salary Range:	£12 per hour	Position Type:	Part-time, Permanent
Hours of Work:	Variable hours	Holidays	25 days per annum plus statutory bank holidays and 5 Diocesan closure days (4 over Christmas and 1 day Maundy Thursday) – subject to pro-rata
Overview and Job Purpose:			
<p>An opportunity has arisen in Sacred Heart and St Francis Parish, Gorton for someone to take on the role of managing Saturday and Sunday bookings of the Parish Centre, and very occasionally at other times. The role would entail showing potential customers around the premises, managing the bookings, overseeing events (opening, supervising and closing the centre) and also the day-to-day business of buying cleaning materials and overseeing the cleaning and smooth-running of the centre. It should be noted that there may be some weeks with few or no hours at all, and other weeks with several hours.</p>			
Job Description:			
<p>Working under the direction of the Parish Priest, the Supervisor will:</p> <ul style="list-style-type: none"> • Undertake promotional activity through parish communication channels, including social media to help increase suitable usage of the hall facilities. • Ensure that the centre is clean and safe for staff, volunteers, and users. • Undertake basic routine maintenance and facilitate the work of visiting contractors. • Open and close the centre for visiting groups and hirers. • Take bookings and collect monies in liaison with the Parish Secretary and/or the Parish Priest • Ensure all private hirers comply with Health and Safety requirements. • Ensure all users complete and sign Parish Hall Conditions and Rules of Hire. • Ensure repairs to equipment, furniture and the fabric of the building are carried out. 			

- Move equipment, furniture and other items as required.
- Carry out quarterly fire alarm tests and checks of fire-fighting equipment and first aid provisions.
- Liaise with suitably qualified and approved contractors to ensure that the electrical equipment and fixed wiring is tested in accordance with statutory requirements and insurance provisions.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:		
Experience:	<ul style="list-style-type: none"> • Experience of providing first class customer service in a work context 	<ul style="list-style-type: none"> • Experience of promoting a venue and/or events and taking bookings from customers • Experience of caretaking work, basic electrical or plumbing experience
Knowledge, skills, and abilities:	<ul style="list-style-type: none"> • Excellent interpersonal skills with an ability to liaise with a diverse group of stakeholders • Excellent customer service and communication skills • Sound organisational skills with an ability to plan and deliver to set timescales • Able to maintain a high standard of cleanliness and compliance with safety regulations • Able to work alone and with others in a team 	<ul style="list-style-type: none"> • Competent at DIY • Able to use Social Media effectively to engage potential hall hirers • Ability to work with volunteers and understand their motivation
Personal qualities:	<ul style="list-style-type: none"> • Reliable and honest • Ability to project a friendly, professional manner, both in person and on the telephone 	
Other requirements:	<ul style="list-style-type: none"> • Prepared to work some evenings/weekends and flexibly when required 	

	<ul style="list-style-type: none"> • This post is subject to a check by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	
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The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to a check by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Environment: The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

Probationary period: This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	HR	Date:	March 2024
Reviewed By:		Date:	

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Print Name:		Date:	
Signature:		Department/ Parish:	

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