## 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 Roman Catholic religion in the Roman Catholic Diocese of Down and Connor and the advancement of any charitable purpose supported by the Roman Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on inclusiveness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. However, 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 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 to be personally active in supporting an ethical and courteous culture among all Diocesan staff.



# DIOCESE OF Down & Connor

ROLE PROFILE:	PARISH CENTRE MANAGER – HOLY ROSARY PARISH CENTRE
Reporting and Accountable to:	Chair of the Parish Centre Management Committee / Parish Priest
Responsible for:	Managing the Parish Centre and its range of activities
Key Performance Measures:	
Team ar - Professio - Complia as issuec - Maintain	ck from the Parish Centre Management Committee/Parish Priest, the Parish and 3 <sup>rd</sup> Party Providers; onalism and helpfulness in dealing with others, both internally and externally; once with and adherence to relevant legislation and regulatory requirements d by the Diocese of Down and Connor; ning a professional approach to work at all times; ng a professional and reputable image for the Parish at all times.
Detailed Responsib	ilities of this Role:
managing the Paris management of the and health and safe	be responsible to the Chairperson of the Parish Centre Committee, for h Centre and its range of activities. This will include the day to day e Parish Centre including staff, the care of buildings, administration, accounts ety within the Parish Centre and its facilities.
-	the job holder undertakes the following activities:
- To ensure pre	ne day to day management of the Parish Centre; emises are maintained to a neat and tidy standard internally and externally; at all users of the Parish Centre complete a User Agreement form;

#### <u>Risk</u>

- To ensure all Health & Safety regulations and processes are in place and regularly reviewed;
- To ensure food hygiene procedures and certification processes are regularly reviewed;
- To ensure electrical and gas appliances and CCTV equipment are properly used and maintained;
- To keep under review all fire alarm and security systems pertaining to the Parish Centre and its activities;
- To ensure Accident Reporting procedures are in place;
- Open and lock up Parish Centre or organise for other staff/volunteers to do so on your behalf;
- Respond promptly to Fire Alarms alerts;
- Arrange necessary training for Parish Centre users for example, Fire Safety, Health and safety, Operation of Defibrillator.

#### **Financial management**

- To ensure finances are managed in accordance with Diocesan standards;
- To ensure all income is collected and banked in a timely manner;
- To ensure expenses are minimised and paid against invoices/receipts as required;
- To ensure that cash/petty cash is properly secured and receipted;
- To maximise room rental income;
- To review rental charges with a view to structure and consistency;
- To be innovative in identifying new income streams.

#### Safeguarding

- To ensure all procedures for the protection of children & young people, vulnerable adults and those who work with them are implemented;

#### Catering/Entertainment

- To organise and oversee all functions within the Parish Centre and its facilities including funerals, birthday parties, entertainment nights, parties etc.;
- To review the running of the Café and its effectiveness;
- To ensure the Entertainment Licence is managed and renewed as required;
- Purchase 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 MANAGER HOLY ROSARY PARISH CENTRE

#### PERSON SPECIFICATION

	ESSENTIAL CRITERIA:
EXPERIENCE/ PERSONAL ATTRIBUTES AND SKILLS:	<ul> <li>The successful candidate will be able to demonstrate experience in the following: <ul> <li>At least 2 years' management experience including financial management;</li> <li>Ability to work as part of a team and to lead a team;</li> <li>Ability to work under pressure and meet challenging targets and deadlines;</li> <li>Excellent planning and organising skills;</li> <li>An awareness of general maintenance including Health &amp; Safety and standards of a large facility and Food Hygiene;</li> <li>Experience in the promotion/development of services to meet needs in a local community setting;</li> <li>Computer Literacy using the full range of Microsoft Office Packages;</li> <li>An Awareness of Diocesan Safeguarding Policy;</li> <li>An appreciation of the need for sensitivity and confidentiality;</li> <li>A general understanding of the social and moral teachings of the Catholic Church;</li> <li>A clear commitment to the work and mission of the Diocese of Down and Connor and the Parish.</li> </ul> </li> </ul>
	DESERIBLE CRITERIA:
	<ul> <li>At least 2 years' previous experience of fulfilling the responsibilities of running a similar facility/situation;</li> <li>A current clean full European Driving Licence.</li> </ul>
ABILITIES/ COMPETENCIES	<ul> <li>The successful candidate will possess: <ul> <li>Excellent verbal and communication skills and the ability to lead and work as part of a team;</li> <li>Ability to work on own initiative;</li> <li>A hands-on approach to problem solving;</li> <li>A flexible attitude which will ensure that the needs of the running of the Parish Centre are met.</li> </ul> </li> </ul>
LOCATION:	Holy Rosary Parish Centre, 511 Ormeau Road, Belfast, BT7 3GS
HOURS of WORK:	25 hours per week - work pattern to be agreed with the Parish Centre Committee
REMUNERATION:	£ 10.00 gross per hour
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.	