

KING'S CHURCH MID-SUSSEX JOB DESCRIPTION

ROLE DETAILS			
Job Title:	King’s Centre Manager	Date	14.06.2022
Reports to:	Executive Pastor	Working Hours	Monday-Friday 8.45am-5.00pm The role requires some flexibility and occasional Saturday and evening work, time off in lieu given
Responsible For:	Facilities Team		
Salary scale	£33,000-£37,000 (starting salary depending on experience)		

Job Purpose:	Oversee the operations of The King's Centre. Leading and developing a team that expresses God's love to people by wholehearted hospitality. Establishing a place where people both in our church and in our community will feel at home.
---------------------	--

KEY DUTIES AND RESPONSIBILITIES	
King's Centre Team	<ul style="list-style-type: none"> • Develop and lead a facilities team that includes duty managers, administrative support, reception staff, cleaners and maintenance. • Manage work timetables for facilities support staff • Ensure holiday cover for staff and yourself is in place • Conduct weekly and monthly supervision meetings with facilities support staff • Engage with the Communications team to promote the King's Centre
King's Centre Operations	<ul style="list-style-type: none"> • Serve hirers and church ministries to ensure their events and programmes are well supported, including the setting up of rooms • Establish a facilities booking system and train team on its use. • Build links with the business park association • Develop and pursue new opportunities for business and community use of the King's Centre. • Maintain IT infrastructure liaising with IT support services • Uphold all safeguarding principles as outlined in the Safeguarding Policy
Facilities Management	<ul style="list-style-type: none"> • Establish strong support staff and sub-contractors relationships for building, grounds repairs, maintenance and decorating. • Set, review and maintain facilities financial budgets. • Ensure security of our premises, maintaining alarms, controlling and issuing of keys and building access. • Implement our Health and Safety policy for the King's Centre • Be the principle contact for emergency services. • Act as the day-to-day contact for our tenants, Keymer Double Glazing. • Organise waste and recycling collections

We exist to love God, love people and see lives and communities transformed.



PERSONAL CHARACTERISTICS REQUIRED FOR THE ROLE	
Quality	Description
Leadership Skills	<ul style="list-style-type: none">• Able to manage and lead others• Able to cast vision and direction• Excellent communicator• Desire to make disciples• Vision for the local church
Communication Skills	<ul style="list-style-type: none">• Able to communicate orally and written• Able to lead meetings• Able to train and develop others
Organisational Skills	<ul style="list-style-type: none">• Organised and thorough• Excellent attention to detail• Sees projects through to completion
Personal integrity	<ul style="list-style-type: none">• Strength of character• Resilient• Hard working

To apply, or for more information about the role, please email tim.goodenough@tkc.org.uk a covering letter and a copy of your C.V.

Closing date for applications is Friday 1st July.