

Job Description	
Position	Community Hub Lead
Line Manager	Operations Leader (At commencement, line management to be provided by the Associate Minister of the Church until the appointment of an Operations Leader)
Hours per week	32 hrs p/w
Rate of Pay	£23,363 (FTE £29,203)

Vision of Altrincham Baptist Church

The strategic vision of Altrincham Baptist Church is to ‘Be a Disciple, Make Disciples, Reveal the Kingdom of God’. We believe that all people are made in the image of God and are loved by God equally.

Altrincham Baptist Church leads the Altrincham Community Hub, one of six Community Hubs in the Borough of Trafford. Each Hub is led by a voluntary sector organisation working in partnership with the local Council offering care and support to local residents.

Purpose of job

To lead the Altrincham Community Hub. To engage with Trafford Council, with leaders of the other Trafford Community Hubs and local agencies in the development and delivery of services. To line manage support staff and volunteers involved in the work of the Community Hub. To represent Altrincham Baptist Church, its beliefs, values and approach, in all engagements with Trafford Council and other partner organisations.

You should be organised, compassionate and able to work in partnership with other members of the staff team, volunteers and partner agencies.

The role is based at The Hub, Pownall Road, Altrincham. WA14 2SZ.

Main duties

- Engaging with Trafford Council officers, Community Hub Leaders and Community Partners including VSFSE organisations.
- Attendance and engagement at regular meetings with Council representatives, Community Hub Leaders, Community Partners and others as required.
- Working closely with ABC staff and volunteers to deliver support services.
- To attend Core Team Meetings once a month or more as requested to discuss strategy and development of the Community Hub in line with the vision of the church.
- Line management of staff directly involved in the services provided by the Community Hub including, Volunteer Coordinator, Renew Wellbeing Lead, and early in 2025 a Work Well Key Worker and Multi-Disadvantaged Worker.
- Developing and leading teams of volunteers to deliver services with the support of the Volunteer Co-ordinator including a volunteer administration team.

- The identification, development and delivery of new services to support Trafford residents, including Work Well and Multi Disadvantaged Programmes due to commence in January 2025.
- Liaising with ABC/Hub user groups who are providing services and activities that match local needs.
- Maintaining spreadsheet and database records of enquiries and reporting information to Trafford Council and other project funding agencies as required.
- Preparation and submission of grant applications to secure funding for general running costs and specific projects.
- Preparing and managing budgets.
- Ensuring that all databases and information held complies with GDPR, confidentiality and compliance regulations.
- Ensuring that any risk assessments are prepared and complied with.
- Undertaking other administration tasks as required to ensure the smooth running of the Community Hub.
- Ensuring that all duties are undertaken effectively and efficiently, in accordance with the required standards of service and care, with relevant Health & Safety legislation and Safeguarding and in line with the values and ethos of the organisation. The role may involve working with vulnerable adults, and the responsibilities for safeguarding that this involves.
- To uphold and promote the vision and values of Altrincham Baptist Church.
- To undertake training as required.

Person Specification

- A committed Christian, with a personal and active relationship with Jesus Christ.
- A strategic thinker able to develop a range of services offered to local residents as part of the outworking of the church strategy and vision.
- An effective, collaborative, team leader, who is able to understand and work with different personalities and bring the best out of the team, both staff and volunteers.
- Excellent administration skills and time management.
- Experience of preparation and submission of grant applications.
- Experience of being a budget holder, with a proven ability to work within budgetary constraints and to understand financial figures.
- Experience of successfully managing a number of projects, people and tasks at one time.
- Prior positions of responsibility within the voluntary sector.
- Experience of communicating in large group, small group and one-to-one settings.

Skills/Abilities

- Ability to motivate a wide range of people to contribute to God's kingdom work.
- Confident verbal and written communication skills.
- Logical, articulate approach to work with excellent time and task management skills
- Excellent administration skills.
- Strong IT knowledge and skills.

18th December 2024