

St Thomas Centre Development Worker

Purpose of post

To promote and increase the use of the St Thomas Centre, Wednesfield, by church, community and private users, to benefit the community and also to generate funds from lettings for the Centre and the wider work of St Thomas' Church.

Background

In 2013 St Thomas' Church, part of the Wednesfield Team Ministry, agreed with Wolverhampton City Council to lease the former Wednesfield Library. The church raised funds for the renovation and conversion work, and the Centre opened in March 2014.

It has in the past been used regularly by community and not-for-profit groups, but this has diminished, and is currently running at a deficit. There is scope for much greater use, and the church is committed to making the Centre available to appropriate community groups as well as using it for church purposes.

Bookings and administration are handled through the church office, and caretaking and keyholding duties are contracted separately.

This post is funded for one year by Lichfield diocese to help us to make the most of an underused resource. If it proves sufficiently successful to be self-financing then there may be scope for the post to continue after that first year by agreement with the Parochial Church Council (PCC) and the postholder.

The person

- You will be in sympathy with the ethos of the Church of England
- You will be self-motivating and comfortable with taking the initiative to contact individuals and groups with a potential interest in the use of the St Thomas Centre.
- You will be able to work creatively towards objectives
- Ideally you will have experience of promoting community facilities, or relevant experience from other areas which you can bring to bear in this post.

The work

You will be self-motivating, and managed by the chair of the Centre Management Committee (a committee of the PCC), currently the Rev'd Nick Watson. You will be in close contact with and supported by the parish administrator.

Working flexibly, you will work with existing users and outside community groups to identify opportunities for better use of the St Thomas Centre, and make contact with local voluntary and community groups to promote the possibilities of the St Thomas Centre as a venue and resource.

You will work with the PCC and the trustees of two parochial charities to identify and develop possible areas of development bringing together the resource of the centre, the financial support available for community and educational projects and the people of the congregation or wider community.

Payment will be at the hourly rate set by the Living Wage Foundation, currently £9 per hour for 6-10 hours per week. The post-holder will be contracted rather than employed, and will submit regular timesheets noting hours worked and outcomes.

Agreed and reasonable working expenses will be reimbursed in full.

Objectives

1. Improve the utilisation of the St Thomas Centre, leading to increases in the number of hours in use, the range of community groups using the centre, and rental income.
2. Help the church to clarify a vision for using the Centre as part of *Transforming Communities*.
3. Identify needs or possibilities to improve the Centre itself, and where necessary to lead or support grant applications
4. Help develop local expertise and contacts to continue this work after the end of funding

Main Activities of the development worker

- To liaise with all groups using the St Thomas Centre (STC) and its Management Committee
- To work closely with the parish administrator and STC cleaner/caretaker to ensure smooth running of all lettings.
- To identify ways in which the used of the STC and its income can be increased.
- To initiate and maintain appropriate advertising, social media presence etc.
- To report through the STC Management Committee to the PCC of Wednesfield Team Ministry, including developing together a vision for the STC.
- To identify and work with the Management Committee to implement improvements to the STC, to make it more widely usable and attractive to users.
- To seek grant funding where possible to support activities through and improvements to the STC.

For more details

To discuss this post, please call the Rev'd Nick Watson on 01902 731 462.

To apply

Please send to The Rev'd Nick Watson at rector@wednesfieldteam.org.uk or at *The Parish Office, St Thomas' Church, Church Street, Wednesfield, Wolverhampton WV11 1SS*:

- a CV (no more than two sides of A4);
- contact details for two referees, at least one of whom knows you in a work setting; *please indicate whether you are happy for referees to be contacted after shortlisting but before interview or only after interview*
- a covering letter setting out your reasons for applying for this post.

Applications should be received by noon on Monday 14 October 2019.