

Harborne Baptist Church

Church Centre Manager Job Description

Job Context

Harborne Baptist Church (the “Church”) is a growing Baptist church with a passion to connect with our local community. We have a modern, attractive and welcoming glass-fronted facility which is well-known in Harborne and the surrounding area. We host a wide range of community events and activities in our buildings every week, which are a core part of our church life. After seven years in the role, our current Centre Manager is stepping down to pursue a new chapter, and we are looking to recruit someone to join our team and take on this exciting opportunity.

Our vision is to see Harborne Baptist Church glorify God as we are increasingly:

- **Going** out in mission
- **Growing** as followers of Jesus
- **Welcoming** all
- **Celebrating** our diversity

Job Title:

Church Centre Manager

Job Type:

Fixed contract term, Part time

Responsible to:

The Minister

Purpose of the role:

To help the Church make best use of its buildings in pursuit of the Church’s vision.

This position is an essential part of the Church’s ministry. We therefore require the holder to be in full agreement with the Church’s Vision and sympathetic to the Declaration of Principle of the Baptist Union of Great Britain. The Church Centre Manager will be an ambassador for the Church’s aims and activities and should therefore be a practising Christian (as a Genuine Occupational Requirement under the Equality Act 2010).

Hours of Work:

24 hours per week, on site across four of five days (Monday-Friday), with some flexibility required with occasional evening or weekend work. The working pattern can be flexible within certain limits, and we are willing to consider arrangements that take account of child care or other responsibilities, including negotiating reduced hours during school holidays.

Salary:

£16,848 - £17,472 (FTE £26,325 - £27,300) per annum (plus pension provision), depending on experience. This appointment will be a two-year contract, with the intention to review towards the end of the contract period.

Holiday entitlement: 5 working weeks per annum, plus bank holidays.

Key Responsibilities

The Church Centre Manager will ensure the safe, efficient and effective operational running and day-to-day management of the Church Centre. By doing so, the Church Centre Manager enables the church's mission and ministry in our community to flourish, as we provide a warm welcome to all.

The Church Centre Manager's Key Responsibilities are:

1. Managing Buildings and Facilities (approximately 50% of working hours)

Maintenance & Upkeep: Oversee the day-to-day management, maintenance, and repair of the church buildings and grounds, including coordination of contractors and routine checks.

Compliance: Take ownership of Health and Safety and Fire Safety compliance, including regular risk assessments, maintaining records, and ensuring all building-related statutory requirements (e.g., Legionella, electrical checks) are met.

Security: Manage the building's security protocols, including alarm systems and keyholder lists.

Supplies: Monitor, order, and manage stock of all supplies essential to the daily running of the centre.

2. Coordinating Bookings (30% of working hours)

Booking System: Manage the booking and hire of the centre's rooms and facilities for church groups and external clients, including setting up hire agreements, invoicing, and ensuring rooms are prepared for use.

Finance Support: Liaise with the Church Treasurer and Bookkeeper to manage the centre's operational budgets, process invoices, and track expenditure for maintenance and supplies.

Volunteer Support: Assist with the recruitment, induction, training, and ongoing support of volunteers involved in centre operations and activities.

3. Maintaining Communication (20% of working hours)

Liaison: Act as the primary point of contact for internal groups, external hirers, partner agencies, and the general public, maintaining excellent relationships as an ambassador for HBC.

Digital Presence: Ensure the church's website, calendar, and social media accounts are kept up-to-date with centre-related information.

Grant Funding: Where required, contribute to identifying funding opportunities and submitting grant applications related to the centre's development or community activities.

Person Specification

Requirement	Essential or desirable?	How assessed?*
Experience <ul style="list-style-type: none"> - Experience of working in a church, charity or community setting - Experience of a commercial working environment 	Desirable Desirable	A, R, I A, R, I
Knowledge <ul style="list-style-type: none"> - Working knowledge of UK Health & Safety regulations and basic statutory compliance requirements for a public building - Ability to identify and report maintenance issues - Familiarity with church database software (eg ChurchSuite) 	Desirable Essential Desirable	A I A
Skills and competencies <ul style="list-style-type: none"> - Excellent interpersonal communication skills – written and oral - Fluent in use of Microsoft Office (including Word and Excel) - Excellent literacy and numeracy skills (Grade C or above GCSE English and Maths or equivalent) - Ability to plan strategically and manage own workload - Excellent organisational skills - Ability to work flexibly - Strong attention to detail and thoroughness 	Essential Essential Essential Essential Essential Essential Essential	I, T T A, T R, I R, I R, I R, I, T
Personal attributes <ul style="list-style-type: none"> - Passionate about mission, committed to the local church, and fully in agreement with the Vision of Harborne Baptist Church - Proven team worker - Able to relate warmly and professionally to people from all backgrounds - Self-motivated and willing to take the initiative - Willingness to undertake relevant training - Ability to manage the unexpected - Enjoy learning and new experiences, open to innovation 	Essential Essential Essential Essential Essential Desirable Desirable	A, R, I R, I R, I R, I R, I R, I R, I

***How assessed?** A = Application form
 R = Reference
 I = Interview
 T = Test

DBS Check: This post may require working directly with children or adults at risk, and we therefore require an Enhanced DBS check to be completed before appointment.

For any questions about the role please contact Revd Pete Maycock (minister@harbornebaptistchurch.org).

Closing date for applications: 10th February 2026. Interviews will be held in the week beginning 16th February 2026. The appointment will be from April 2026 as agreed.

To submit an application, please complete an online application form by clicking [HERE](#).