**Manager (part-time) Armagh Diocesan Pastoral Centre**

Job Specification

The Manager (part-time) is responsible to the Director of the Pastoral Centre

* Ensuring that all who enter the Centre are made to feel welcome and important.
* Scheduling all activities within the Centre
* Managing and supporting staff
* Managing the kitchen and general housekeeping
* Maintaining the building and grounds
* Ensuring all events- during the day, the evening and weekends – are adequately serviced and staffed
* Ensuring all statutory policies are updated and implemented – Safeguarding, Health and Safety, Confidentiality, Data Protection
* In the regard to financial matters

 : prepare and manage budgets

 : ensure all necessary insurances are in place.

 : seek funding, where appropriate, from funding bodies

 : support Advisory Committee in fundraising projects

 : take bookings, provide quotes, send invoices

 : prepare annual reports

* In regard to the Community Employment Scheme ( MOCE )

 : carry out the duties of the Community Employment Scheme Sponsor as outlined in the Sponsors’ Handbook of Policies and Practices

 : join the Mount Oliver and Community Employment Scheme Board (MOCE) and attend meetings (4/5 per year)

 : manage the Scheme as it applies within the Pastoral Centre. This involves interviewing prospective candidates, induction, providing a weekly work schedule for the six Scheme employees (times and tasks )

 : liaise with the Community Employment Supervisor about interviewing prospective candidates , contracts, individual learning plans (ILP), work opportunities, training with a view to progression, and materials grants.