

## Job Specification: Resource Centre Manager

### About Bridge Builders

Bridge Builders Christian Trust works in partnership with primary schools and churches in Stevenage and the surrounding area to provide:

- opportunities for children to **ExploRE** the Christian faith through assemblies and class work
- opportunities for class visits to local churches for themed events such as **The Easter Journey and The Christmas Journey**.

Bridge Builders works in partnership with local churches:

- To resource original, exciting, thought provoking assemblies in their local primary schools
- To resource a range of opportunities within Reception, KS1 and KS2 for children to learn about the Christian Faith and explore its relevance for Christians today
- To resource themed events which will encourage class visits to local churches thereby enhancing the delivery of Religious Education in the Primary Schools in Stevenage and the surrounding area e.g. **The Easter Journey and The Christmas Journey**.

### Job title Resource Centre Manager

#### Objectives

- To organise and manage the resources for the Christmas and Easter Journey
- To manage the administration processes required for Bridge Builders Christian Trust
- To ensure the smooth running of the Resources Centre at St Paul's Methodist Church on Turpins Rise, Stevenage

#### Key responsibilities for the role

- Oversee the day to day running of Bridge Builders Resource Centre, including managing the loaning of resources to churches and schools
- Organise resources for the Christmas and Easter Journey, and manage the production of craft materials for the Journeys
- Manage the HR function (oversee the recruitment process of volunteers and paid employees)

#### Bridge Builders Christian Trust

St Paul's Church • Turpins Rise • Stevenage • SG2 8QR • 01438 314314  
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charity no: 1088885

- Be responsible for health and safety
- Support the Project Managers
- Introduce the use of social media for communications and publicity (content only)
- Take an active role in the decision making process with regard to current & future projects, resources, staffing, administration
- Manage staff and volunteers as necessary
- Alongside the Director and Staff team, provide vigilant oversight of all team members, including volunteers, and their roles within Bridge Builders Christian Trust.
- Help prepare the Annual Report
- Complete the Charities Commission Annual Return
- Arrange training events such as Safeguarding and First Aid (publicity/bookings)
- Undertake training as appropriate

#### **Supervisor:**

This post reports to the Honorary Director of Bridge Builders Christian Trust.

#### **Personal Profile:**

This role requires a highly committed and motivated person who is able to work with their own initiative, asking questions when necessary and receiving and responding to direction when it is given. He or she will also require the ability to work as part of a team. Good administration and communication skills and a confident telephone manner are essential. Applicants must be Microsoft Office literate and have good computer skills. Some experience of QuickBooks Online software is desirable, although training will be given.

#### **Additional relevant information**

Bridge Builders Christian Trust is established on Christian principles. The successful applicant must understand and accept the aims and values of the organisation.

#### **Conditions of service:**

**Salary:** £5,016 per annum

**Notice Period:** 3 months

**Hours per week:** 11 hours per week, 9 am – 3 pm Tuesday and Thursday (Term time only for 38 weeks a year)

**Holidays:** To match school terms

#### **Equal opportunities:**

Bridge Builders is an equal opportunities employer offering appropriate training and development opportunities to all employees and volunteers.

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