

VACANCY

Project Coordinator



Come and be a part of our exciting venture and help us to launch & grow our vibrant community-minded play area at The Boat, BMC @ Trinity

The Purpose of the role is to develop, coordinate and promote The Boat project in accordance with the ethos of the Bournemouth Methodist Church.

Main Responsibilities

- To lead and manage the day to day running of The Boat Play area and Café, supporting its Christian ethos and assist in developing its links within the community. To promote The Boat as an integral part of the mission of the Bournemouth Methodist Church at Trinity.
- To ensure that the premises, play equipment and café are safe and meet the required health and safety standards and everything is in place to open to the public.
- To maintain appropriate registers in accordance to safeguarding and fire safety guidelines
- To manage the staff and volunteers, on a daily basis including recruitment, induction and training.
- To lead and model hospitality and customer service for the Play Area and Café, including welcoming visitors and customers, building a rapport with families and engaging in partnerships with community groups and organisations.
- To support and develop local partnerships with local schools, nurseries & special needs groups.
- To assist in promoting the vision of the Boat as an Intergenerational Project, reaching out and encouraging new relationships within the community where age, ability, culture and ethnic background has no barrier.
- To manage bookings for events, groups and meetings within the play area and café.
- To maintain the projects financial records, producing regular and accurate information including cash flow statements for the Directors and to prepare and manage a budget for the efficient running of the Play Area and Café. Ensuring that takings are cashed up daily and banked as required in accordance with insurance policy.
- To take responsibility for the advertising of the project.
- To identify funding bodies and make grant applications where appropriate to support The Boat and any offshoot projects, including applications towards their own salary for the following years.
- To be responsible for the ordering and monitoring of stock and resources needed for the efficient running of the project.

Terms and Conditions

- Permanent appointment
- 35 hours per week (to include some Saturdays and attendance at occasional evening meetings)
- Salary will be £27,027 per annum
- A contributory pension scheme is available with a 6% employer contribution
- 4 weeks annual leave entitlement plus statutory holidays
- Appointment will be subject to satisfactory references and Enhanced DBS check
- Appointment is subject to the completion of a satisfactory six month probationary period

For a full application pack please email recruitbmc26@gmail.com for an application pack or call 01202 980 895.

Closing date for applications is 18th January 2020