

# The Parish of St Peter and All Saints, Nottingham

St Peter's Square, Nottingham NG1 2NW

## Parish Manager: Job description and parish profile

### Job Description

**21 hours per week - £13,500 p.a.**

**Working pattern:** Tuesday, Wednesday, Thursday & Friday

Reporting to the Rector and responsible to the Parochial Church Council, the Parish Manager will support the activities of the parish as part of a team of staff and volunteers. The post will involve a range of duties, based mainly at the Parish Centre, which require the ability to manage people and to work to deadlines, along with good written and spoken communication skills.

The Parish Manager will deal with church members and members of the public in a wide variety of matters, some of which may involve sensitive and confidential issues. He or she will possess a warm, welcoming and hospitable manner, in line with the parish's inclusive approach towards those we encounter day to day.

**Responsibilities will include the following main areas:**

#### **Staffing**

- Safeguarding processes and procedures, DBS checks
- Staff handbook, recruitment, staff and volunteer support

#### **Finance**

- Banking, signing cheques, dealing with cash
- Support Finance Committee, attend meetings, send out agendas and papers
- Receive and distribute fees from weddings and funerals, record disbursements and submit quarterly returns to Diocesan Board of Finance

- Deal with properties insurance, statutory licences etc
- In conjunction with the parish treasurer monitor expenditure and financial outgoings

### **Buildings & Premises**

- Support the parish Site Committee, attend meetings, send out agendas and papers
- Communicate with contractors and the tenants of church premises
- Health & safety policies, risk assessments and reviews, keep accident reports
- Oversee issues relating to the parish centre building in partnership with the verger

### **Other**

- Oversight of GDPR issues
- Overall responsibility for the filing system
- Management aspects of the Coffee Room and the Fair Trade and Book Shop
- Liaison with the City Council, the Diocese of Southwell and Nottingham and other organisations on matters which affect the churches
- Responding sensitively, alongside other staff members, to the wide variety of everyday situations which may impinge upon the work of the Parish Centre

### **Person Specification**

The person appointed will

- have good communication, management and interpersonal skills, with the ability to treat all people equally
- have empathy with the mission of the churches
- have the necessary skills for working as part of a team with other staff and volunteers
- be efficient in their work, being able to prioritise work as necessary, complete tasks on time and pay attention to detail
- show initiative, be supportive of colleagues and volunteers, and have a good sense of humour
- have a variety of computer skills necessary for office work

## **Parish Profile**

### **The churches**

The parish of St Peter and All Saints' covers much of Nottingham city centre, as well as the Park estate, parts of Radford, the area near the Arboretum, and a small area of St Ann's.

**St Peter's** is the oldest building in constant public use in Nottingham. It lies in the heart of the retail area of Nottingham, close to the Old Market Square, and includes the Broadmarsh Shopping Centre, department stores, and a range of hotels, financial and legal firms, pubs

and clubs. This area is known for its night life, which ranges from late night bars to the wide range of events staged at Nottingham Playhouse, the Theatre Royal, and Concert Hall. Its prominent location means that many people, including tourists, are drawn to visit and/or pray during the week. This part of the parish also includes the Park estate, which is very different, however, and consists mainly of higher value residential properties but also flats and some houses shared by students.

**All Saints'** church is a large and prominent Victorian building just north of the city centre, in Radford. For many years this area has suffered from economic decline and deprivation, with considerable numbers of residents on low incomes and in poor quality housing. The area is characterised by a wide racial mix. There is considerable student housing (mainly Nottingham Trent University), as well as some shops and light industry.

**St Peter's** holds three Sunday services, with a total attendance of around 140. The main Sunday service is a Eucharist (Common Worship rite A), with Matins once a month. In the evening, depending on the Sunday of the month, there is a Eucharist with prayers for healing, Choral Evensong, a Taizé service, and Compline. Weekday services are also well attended, especially the two Eucharists which each attract 15-20 people.

St Peter's attracts people who are seeking Eucharistic worship which is traditional, but with a contemporary outlook, and theology which is not too rigid or dogmatic. The congregation has a wide range of backgrounds, with a significant number of professional and retired people, and a good racial mix. Many are also drawn to worship at St Peter's because of its strong choir and series of Saturday morning concerts.



St Peter's is open to the public every day of the week. This means that large numbers of people come to the church on weekdays for a wide range of reasons, and many of these are in need of support in various ways. Rough sleepers, addicts, ex-offenders and people with a variety of vulnerabilities tend to gravitate towards St Peter's, as they know they will receive a welcome. The verger and lay pastoral volunteers play an important role in this. There is also a weekly 'Drop-in' group for people suffering from mental health problems, and a Drop-in for rough sleepers. A pastoral care and support network revolves around the Thursday morning Eucharist, and counselling can also be arranged through the church for those who might benefit from this.

From time to time St Peter's hosts 'City Debates' and other public meetings, which make a contribution to the work of the Church in the social and political arena. Subjects recently covered include Work and Ethics, Global Tax Avoidance, the problems facing the UK economy, and approaches to the economy from the perspectives of different faiths. This

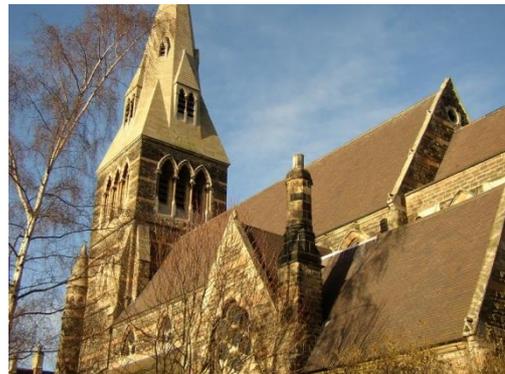
ministry has connections with the work of the workplace chaplaincy, which had its origins in St Peter's church some years ago.

St Peter's has a thriving cafe ('Coffee Room') which serves several hundred members of the public every week. This is staffed by a combination of paid and volunteer staff. A Christian book and gift shop has recently been opened alongside the Coffee Room, expanding the existing Traidcraft shop.



**All Saints** has a Sunday congregation of around 30, within which is found a strong sense of fellowship, mutual care, and concern for issues of community and justice. The church is located in the most deprived part of the parish, which means that there is an ongoing ministry of pastoral care and support to a wide range of people, including rough sleepers, asylum seekers, people suffering from mental illness etc, ex-offenders, the elderly, etc.

All Saints' recently made a parish house available to a local trust for the purpose of accommodating asylum seekers and refugees, and a 'Peace Garden' has recently been set up in the churchyard. The All Saints' branch of the Mothers' Union, which fell into abeyance 50 years ago, has recently been re-launched on a parish level, and has over 30 members. The church has historic connections with the West Indian community of Nottingham, and also links with an Iranian church which uses the building, and a Nigerian church which meets in the neighbouring premises. A Chinese church meets in All Saints' on Sunday afternoons.



### **The Parish Ministry Team**

As well as the incumbent, Rev Christopher Harrison, the parish has a 0.5 Associate Priest, Rev Dr Richard Davey (who is also Co-ordinating Chaplain at Nottingham Trent University).

A retired priest, Rev James Saxton, and a non-stipendiary priest, Rev Dr Helen Hall, play an active role in the parish. There are also three lay readers and a ministry assistant. The parish has a Parish Manager and a Parish Administrator, who are based in the Parish Office at St Peter's. There is a Verger and Caretaker, a Director of Music, and Coffee Room staff including a Manager, Deputy Manager and part time staff and volunteers. Lay

leadership is strong and effective, with active and committed churchwardens. There is a weekly staff meeting for parish clergy and other staff.

### **Ecumenical and other links**

The parish is part of the South Nottingham Deanery, and meetings of clergy chapter and Deanery Synod are generally well supported. The parish also has links with the city centre Methodist church, St Barnabas Roman Catholic Cathedral, the Salvation Army, local Baptist and United Reformed churches, and also the Malt Cross Christian cafe-bar.

### **Parish support**

Modern office facilities are located at the St Peter's Centre, adjacent to St Peter's church.



### **More Information**

For further information about the parish visit [www.nottinghamchurches.org](http://www.nottinghamchurches.org) . or contact Rev Christopher Harrison, Rector on [christopher.d.harrison@btinternet.com](mailto:christopher.d.harrison@btinternet.com) or 07973 7545165.

Applications, using the application form provided, should be emailed to [admin@nottinghamchurches.org](mailto:admin@nottinghamchurches.org) by 12.00 noon on Monday 10<sup>th</sup> December. Interviews will take place on Monday 17<sup>th</sup> December.

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