

# **Foodbank & Community Centre Manager**

## **Role Description and Person Specification**

**Location:** Godalming Minster Franklyn Road (St Mark's Church and Community Centre)

**Part-time:** 18 h/w

**Salary:** £25,000-£28,000 pa FTE (depending on experience/qualification)

**Duration:** Fixed Term of 12 months with anticipated extension

### **Role Description**

To lead and strengthen Godalming Minster's Foodbank ministry and Community Centre as key expressions of Christian hospitality, mission, and service to the local community. This is a missional post for a practising Christian who can help shape the future direction of our engagement with those in need, grow partnerships, support volunteers, ensure good practice, and oversee the smooth running of the Franklyn Road site.

The role combines:

1. Foodbank leadership and development (primary focus)
2. Community Centre coordination
3. Building oversight & operational support

### **1. Foodbank Leadership, Management & Development**

- Lead the day-to-day running of the Foodbank, ensuring a welcoming, dignifying and Christ-centred experience for all clients.
- Oversee referrals, client lists, communications with agencies, and follow-up with families and individuals.
- Develop the Foodbank delivery to strengthen its missional effectiveness (e.g., building stronger relationships with clients, offering prayer sensitively, connecting people into wider Minster support and/or evangelistic courses).
- In conjunction with the Associate Minister for Mission and Evangelism, shape and implement a vision for how the Foodbank can grow and diversify, to better meet local needs, including social connection, pastoral support, and signposting.
- Participate in (and potentially lead) fundraising for Foodbank sustainability.
- Recruit, support, and coordinate local volunteers.

- Manage relationships with donors, referral agencies, and local partners.
- Lead stock oversight: monitoring supplies, coordinating donations, ensuring appropriate ordering.
- Lead and reshape the administration of foodbank referrals and record-keeping thereby maintaining a sustainable client base week to week.

## **2. Community Centre Coordination**

- Work as an integral part of the Minster Ops & Admin team to manage bookings, enquiries, and financial administration, ensuring local practice at Franklyn Road aligns with Minster-wide systems, pricing, and standards, while maintaining strong local relationships with user groups.
- Oversee and develop the day-to-day running of the Franklyn Road Community Centre, ensuring it is a welcoming, well-managed, and missionally purposeful space, including promoting the Centre locally, encouraging wider use, and supporting community and church-led activities.
- Work with the Associate Minister for Mission and Evangelism to help implement a clear vision for how the Centre contributes to the Minster's wider mission objectives, including community events, courses, and partnership projects, both locally and across the Minster.
- Take part, on occasion, in wider Minster duties and church mission events, contributing to the life and outreach of the church beyond the Community Centre, and undertake any other duties reasonably required in support of the role.

## **3. Building Operations & Site Coordination**

- Work closely with the Minster Property & Fabric Committee to ensure the building meets required health and safety, fire safety, and general compliance standards, including maintaining appropriate records and following Minster policies.
- Monitor and maintain essential onsite safety provisions such as first aid kits, signage, and incident reporting procedures.
- Oversee and support the work of the cleaner, ensuring high standards of cleanliness and presentation are maintained throughout the building.
- Coordinate routine operational needs such as bin management, safe opening and closing procedures, and weekend readiness.

## Person Specification

- There is an occupational requirement to be a Christian who is comfortable expressing faith through service and mission.
- Experience in community work, social action, managing a Foodbank or equivalent.
- Experience with budgeting, invoicing, or simple financial administration.
- Strong interpersonal skills and the ability to support vulnerable people with compassion. A strong understanding of safeguarding and health and safety compliance is essential.
- Organisational ability: managing bookings, volunteers, and day-to-day operations. Ability to take the initiative and help shape a developing ministry.
- Good IT skills / capable of using or learning church booking software and digital administration processes.
- A team player with pastoral sensitivity and emotional resilience.

## Hours

18 hours a week over 3 working days, including 9am-3pm Mondays and Wednesdays. The arrangement of hours will be agreed with the successful candidate.

## Terms

This role will be subject to 6 weeks' notice, following a successful 6-month probation period.

## Interview process:

Applicants will be interviewed by a panel, including the Associate Minister for Mission and Evangelism, member of the PCC's HR subgroup and a representative from the Foodbank team.