



Job Title: Deputy Director

Main Purpose of Job: To work alongside the Centre Director and Leadership Team to ensure GCC is sustainable, fulfilling the vision, has a strong reputation in the market and is maximising the use of the asset

Relationships:

Responsible to: Centre Director
Responsible for: Staff & Volunteers

Salary: see contract

Duration: Full Time

Requirements: Given that the role will involve leading prayers and bible studies, there is a genuine occupational requirement that the post holder must be a strong committed Christian with an active faith. He/she must be in agreement with and living in accordance with The Greenhouse Christian Centre statement of faith and UK Evangelical Alliance's affirmations on relationships and sexuality.

Main Tasks of job:

1. Spiritual

- To actively seek the Lord's will in relation to GCC and work alongside trustees and the GCC team to deliver the GCC vision
- To ensure the trustees spiritual direction is put into place.
- To be a prominent member of regular acts of worship at GCC, able to lead them as required.
- To oversee and lead the pastoral team – responsible for recruiting, training and supporting the team and ensuring the pastoral team operate within the policies and procedures of GCC
- To attend a local church on a regular basis.
- To have an active prayer and devotional life.
- To seek either a spiritual director or mentor, outside of the GCC sphere.

2. HR & Line Manager support

Working alongside the Centre Director and Leadership Team to ensure the following staffing issues are organised and managed

- Where appropriate provide line management (including appraisals) for team leaders and other members of the team
- Ensure required standards are met including compliance with all legislation
- To support team members in their spiritual growth and their development within their roles as part of the GCC team.
- Where appropriate assist in human resources, including recruitment of team.
- Ensure induction of new staff takes place & where appropriate ensure on-going training needs are addressed
- Organise work rotas to ensure teams are sufficiently staffed

3. Marketing & Networking

- Where appropriate ensure that GCC is communicated effectively and appropriately. This may include updating & developing the website, assisting in print & online media, promoting GCC at exhibitions/events.
- Network with other charities and organisations both to promote the work of GCC but also to build God's kingdom. This may include being part of local and wider Christian and secular networks.
- To assist in fundraising for GCC as appropriate.

4. Financial Control

- To assist in the monitoring of expenditure and liaise with the Leadership Team to ensure GCC remains within budgets.
- To assist in the preparation of budgets.
- To liaise with and monitor suppliers in terms of price and quality.

5. GCC Site

- To liaise with the Operations Manager to ensure a systematic and planned approach to site and facility maintenance
- To work alongside the Health and Safety Lead to ensure good practice in and adherence to health and safety and fire regulation standards.

6. Community Duties

- To create a warm and welcoming environment for guests
- To perform the role of duty manager (i.e. overall responsibility for house and guests) as and when required, to ensure a night-time and weekend presence for guests which will involve staying overnight.
- Assist the reception team by taking bookings & covering reception as necessary
- To promote and contribute to the Christian ethos at GCC

7. Management Team

- As a member of the leadership and management teams you will be expected to support and liaise with other leadership and management team members as necessary.

8. Governance

- To attend and where necessary deliver proposals and reports to Trustees as required

9. Fundraising

- We will be looking to raise substantial funds to develop the centre's future. There is scope therefore for fundraising to form part of the Deputy Director role should successful applicants have skills and experience in this area. However it is not a requirement of the role so applicants without fundraising experience should still apply.

10. Any other duties as required to fulfil the operational requirements of The Greenhouse Christian Centre.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within, and the overall objectives of The Greenhouse.

Job Description agreed by:

Date:



Person Specification

Deputy Director

Essential

1. Management Experience including line managing others
2. Knowledge of employment & health & safety legislation
3. Ability to manage & remain within budgets
4. Good communication skills
5. Leadership skills
6. Good administrator
7. Good time management skills
8. Computer literate and able to use popular word processing, spreadsheet, database and email programmes.
Familiar with online booking systems.
9. Flexible approach to working hours, including weekends, Easter and Christmas holidays.
10. Own personal Christian faith (strategic role including contact with guests, some pastoral care and leading worship in chapel means this is a genuine occupational requirement)
11. Committed to the vision and values of The Greenhouse Christian Centre
12. Some event management experience
13. Willingness to help out wherever needed!
14. Willingness to stay over on-site

Desirable

1. Marketing Skills
2. Fundraising experience

The above is not an exhaustive list of attributes & skills required but gives an indication of what skills & attributes are required to successfully the Deputy Director role.

Person Specification agreed by:

Date: