

JOB DESCRIPTION

Job title:	Business Manager
Line manager:	Director of South London Mission (SLM)
Hours:	40 hours per week – some flexibility for evening work
Salary:	£30-35,000 pa (+ contributory pension)
Locations:	Central Hall Bermondsey and Deptford Methodist Church

Purpose of the role

The Business Manager has overall responsibility for designing, implementing and maintaining effective administrative systems and processes for the key business elements of Bermondsey Central Hall/South London Mission and Deptford Methodist Church, with a 60:40 split. Through working closely with the Director, Minister and Finance & Governance Committees of the two churches, this person will develop central operations in a way that support our mission activities and increases efficiency and capacity. The role includes line management of five key staff and HR responsibilities for all non-stipendiary staff.

This represents the combining of two previous roles. The purpose of this is to strengthen the relationship between the two organisations and bring about a standardisation of processes to ensure the effective running of mission activities at both sites. The post holder will work with the Director and Finance & Governance Committees and Church Councils to agree a phased implementation of the responsibilities detailed below.

The core administrative services are:

1. Property and facilities – compliance with health and safety, risk and safeguarding regulations. Facilities management and oversight of any building projects. This will include:
 - Negotiating and reviewing leases, consulting with solicitors and other professionals when required
 - Annual renewal of licences
 - Working with other staff as appropriate to allocate accommodation
 - Hall and room bookings
 - Management of licensee issues and relationships
 - Negotiation and monitoring of all services contracts, including utility, fire safety, waste removal, pest control, lift maintenance, alarm, CCTV etc.
 - Oversight of maintenance, repairs and improvement works
 - Maintenance of property files

2. Finance – design, implementation and maintenance of finance systems and procedures in line with current legislation and Methodist Connexion policy.

This will include:

- Setting and monitoring of budgets
- Income generation through lettings
- Arrears management
- Authorisation of agreed expenditure in line with budgets
- Gift Aid
- Assessment
- Oversight of financial reports for Church Council and other relevant Committees
- Liaison with TMCP and CFB regarding mission funds

3. HR – ensuring all HR processes are run in line with Methodist Church Lay Employment guidelines and any relevant legislation. This will include:

- Liaison with Methodist Church payroll
- Maintenance of personnel files

4. Line management

- Cleaners at both sites
- SLM Caretaker
- SLM Property Manager
- SLM Mission Secretary
- SLM Accountant
- Deptford Church Administrator

5. Risk management – accountable for governance, operational, financial, reputational, legal and regulatory risk (jointly with the Ministers). This will include:

- All aspects of insurance
- Regular inspections of premises and associated action plans
- Annual testing of key equipment
- Management and oversight of keys and safeguarding declarations related to key handling
- Asbestos register
- Alarm system at Deptford
- Oversight of CCTV systems in both locations

6. Legal and regulatory – develop and oversee legal and regulatory compliance systems and processes and charity governance. Maintain up-to-date knowledge of changes and forward planning to take into consideration emerging implications. This will include

- Management of HMO Licence for Cluny Place House
- Oversight of Quinquennial inspections
- Methodist Church Consents process
- Maintenance of relevant licences (CCLI, TV)
- Data protection registration

7. IT – oversight of office systems, ongoing systems management and liaison with IT and telephone suppliers. Support the development of the missions' online presence.

8. Special projects – undertake any special projects as required by the Director, Ministers, Church Council, Finance & Governance and Property Committee.

Relationships:

This role involves working collaboratively with internal and external stakeholders, including:

- Internally the Director, Ministers and staff team; Finance & Governance and Property Committees; The Disabled People's Contact; Methodist structures (Circuit, District, Connexion, Venture FX)
- Externally contractors and suppliers, regulatory bodies, local authorities, lease and licence holders

Summary Terms and Conditions of Employment

- 40 hours per week, with some flexibility for evening working
- The work place for this role is split between Bermondsey Central Hall and Deptford Methodist Church
- Annual leave = 25 days per annum + bank holidays
- Pension – you will be auto enrolled into our pension scheme which requires a 6% contribution from the employee, matching the 6% contributed by the employer
- The appointment is subject to the individual obtaining a satisfactory enhanced DBS check