

## Job Description

### *Community Assistant*

St Paul's, Bow Common, Burdett Road/St Paul's Way, London, E3 4AR

**Freelance Role – Part time – Fixed Term to 30 June - £15 per hour**



#### **Overview**

We have an exciting opportunity for a dynamic and organised administrator to join our small team at St Paul's Church, Bow Common, and take on a key role in developing and coordinating our lettings business and growing our community and commercial partnerships.

St Paul's is a Church of England parish church in the London Borough of Tower Hamlets. St Paul's has a long-standing liberal Anglo-Catholic tradition with an outlook that welcomes all and is thoroughly inclusive, and a small but lively congregation led by the incumbent Mthr Bernadette Hegarty.

As well as our regular services, prior to COVID we carried out a wide range of activities during the week to support the wellbeing of our local community, including Little Lights, a 2-hour play session for pre-schoolers and their families; and the Tuesday Sale, an opportunity for members of the community to socialise and purchase second-hand goods. Our small church hall (capacity 40) was also used throughout the week by various local organisations and support groups, and was available to hire by any local group within our multicultural community.

Since March 2020 we have had to scale back or stop altogether our outreach activities, and also the hire of our hall, but we are now looking to begin to build up our lettings business and community use once more. We are keen to not only welcome back past users, but also establish new relationships and grow our visitor numbers.

#### **The Role**

The Community Assistant will be pivotal in relaunching our lettings business, working to establish a pipeline of bookings, and nurture new relationships and partnerships with groups, organisations and education establishments.



We want to support as many local people as we can over the coming months, and welcome in as many new people as safely possible, to learn more about life at St Pauls and our nationally important historic building.

This role is new to St Pauls and as such there is an opportunity for the new Community Assistant to help shape the role, within the remit of below outlined Duties.

This role has been made possible by a Covid-19 relief grant from the Culture Recovery Fund. The funding for this position runs to 30<sup>th</sup> June 2021. Extending the role beyond this period will be dependent on performance and the generation of income required to sustain the position.

Location: St Paul's, Bow Common; home working when necessary

Contract type: Freelance, fixed term until 30<sup>th</sup> June 2021, with possibility of extension depending on performance and funding. The preferred candidate will be expected to invoice fortnightly for payment.

Contracted Hours: 70 hours, to be split across the contract period. Ideally a minimum of 7 hours a week.

Start Date: Monday 24<sup>th</sup> May 2021 or earlier by negotiation

Line Management: Reporting to the Vicar

Training: We have a small amount of funding available for initial social media marketing training; and will also be offering guidance on using the church's new website.

## **Main Duties**

The Community Assistant will:

1. Develop and oversee the lettings business, which includes the hiring out of the church car park, main nave space and church hall, and the duties relating to this, including, but not limited to:
  - Fine tuning the existing protocol and system for booking and letting, that can be easily followed by other team members when necessary
  - Taking booking requests via email and telephone, including taking payments where necessary
  - Arranging contracts and ensuring users understand terms of use
  - Actively promoting the spaces and facilities for hire at St Pauls, including car parking spaces, via social media and direct communications to organisations and businesses, preferably those local to St Pauls
  - Working to establish a 2-3 month pipeline of bookings
  - Liaising with the church team on expected bookings, to ensure spaces are open, clean, tidy and ready for use
2. Expand and strengthen St Paul's community engagement, including but not limited to:
  - Reintroducing St Paul's to existing or former users of the building
  - Contacting and developing new relationships with potential partners/users, as identified in the recent Business Plan.
3. Prepare and oversee Social Media; raising the profile of St Pauls, our work, mission, lettings opportunities and activities.



4. Update the church's website on a regular basis, with new content as and when required.
5. Support St Pauls at community events such as the proposed Spring/Summer Celebration event.
6. Support the development of St Paul's refurbishment project as and when required, in particular in relation to community and partner engagement.

### **Person Specification**

- Demonstrable administration experience
- Good organisational skills
- Ability to work independently and take initiative
- Good IT skills including using Word, Excel and email
- Good interpersonal and communication skills (both written and oral)
- Good attention to detail
- Ability to work flexibly and respond to changing needs
- Experience of using social and digital media, or keenness to learn
- Comfortable working within a church environment
- Interest in historic buildings and heritage is desirable

### **How to Apply**

Apply in writing to Mthr Bernadette Hegarty via email [bhgrace@hotmail.co.uk](mailto:bhgrace@hotmail.co.uk) with a CV and covering letter by 12<sup>th</sup> May 2021. Interviews will be held in the Hall or via zoom the w/c 17<sup>th</sup> May 2021.