

New key leader opportunity: Venue & Cafe Manager

Westminster Chapel is looking for a servant-hearted leader to lead develop our external premises hire activities and oversee our café team for our church's mission in accordance to our charitable objectives and statement of belief. Great care should be given to prevent exposing the Chapel to reputational damage from bookings that conflict with our charitable objective (e.g. advance a contradictory religion or worldview) or (b) advance heretical/questionable Christian ministries.

Chapel will complete a building refurbishment in 2021 that will open new income streams and opportunities to build up the church and the community. With the new activities, including the operation of a new missional cafe and premises hire for a refurbished building, we anticipate gross income generated to exceed £500,000 annually. We aim to become a leading central London venue to host events and conferences to advance the gospel and bless the community. We are also a growing London hub for [Commission Global](#), seeking to build a team that would have the skills and experience to support other churches, as need/opportunity arises.

The **Venue and Café Manager** will create and develop resource and operations plans and procedures to optimise our usage of our premises for our mission and deliver effective operation of our missional café, New Acre. The café is about gospel hospitality, a safe, welcoming, accepting place, gently helping curious customers take a first or second step toward God. Other staff members and key leaders would use the coffee shop for various activities, eg. running a lunchtime Alpha, supporting a weekly student happy hour (eg. 50% off).

The ideal candidate is an innovator and self-starter and has a heart and calling to serve the vision of Westminster Chapel and develop the opportunities we have to bless our community and city with the resources that God has entrusted to us.

You have extensive experience in managing the operations of a facility that is open to the public, and preferably experience working with churches or other charitable organisations. Your aptitude in strategic planning is complemented by warm hospitality and a heart for evangelism and mission. You excel at generating leads and developing relationships with potential clients and service providers. Your input will help the leadership and trustees make the best decisions to advance the mission of Chapel.

In line with your aptitude and gift mix, as part of your role there will be opportunities to minister and serve the church through equipping and mobilising volunteer members of the church to participate in the missional activities of the café and premises.

You are an all-rounder, capable of day-to-day operations and being a leader in the church, working closely with the leadership team to grow our resources. Initially, your primary task will be to develop an existing business plan for the café into an operations plan and to build a team including a lead barista with other baristas. Working closely with the Premises Manager, you will take the lead in developing our premises hire policies and procedures and develop strategic partnerships with like-minded organisations for conferences and events. An initial consultation report from an events professional will be provided.

If this sounds like you, we would love to hear from you and meet you. Review the job description below and submit your application.





JOB DESCRIPTION

POSTING DATE:	18 th November 2021
CLOSING DATE:	2 nd December 2021
START DATE:	As soon as possible
JOB TITLE:	Venue & Café Manager
STATUS:	Temporary Full Time, with expected term of 12 months, subject to renewal
HOURS OF WORK:	40 hours per week
LOCATION:	Westminster Chapel, Buckingham Gate, SW1E 6BS

ROLE SUMMARY

The Venue & Cafe Manager (VCM) supports the work of the church by leading the operations and development of our missional café and external venue hire for the advancement of Chapel's mission.

LINES OF AUTHORITY

Under the Lord, the VCM will work under the leadership of Westminster Chapel (Elders and Trustees) and under the line management of the Executive Pastor.

QUALIFICATIONS

- Fulfills the character qualifications of a Deacon as taught in the Scriptures
- Demonstrated commitment to a local body of believers, ideally Westminster Chapel
- Good grasp and hearty endorsement of the vision, mission, style-points and biblical and theological orientation of the leadership of Westminster Chapel
- At least 3 years working in an operations management role, or equivalent combination of education and experience
- Proven track-record in leading and working with a team

SKILLS AND ABILITIES

- Good leadership skills and a team builder
- Servant-heart and willingness to work under authority
- Strong organisational and administrative skills
- Significant interpersonal skills, with ability to work with and maintain positive, loyal relationships with others
- Excellent communication skills: including written and spoken
- Proficiency in using computers and software, including Microsoft Office, GSuite
- Able to develop operations rotas and manage relationships with external service providers



SPECIFIC DUTIES & RESPONSIBILITIES

Leadership

- Work with the Executive Pastor to plan and implement the goals of the Leadership team, including but not limited to producing development plans to help the leadership team make decisions.
- Develop and optimise operational processes and procedures. An immediate project to set up an operation plan for our café.
- With the Premises Manager, review and assess service contracts and financial commitments.
- Coordinate and train volunteer support from the church as appropriate (eg. evangelists and hosts in the café)

Operations

- Day-to-day line management of café and event staff, including third-party or agency workers
- Development of staffing rotas for the coverage of events and the café, with operational contingencies
- Daily and weekly reporting and deposit of turnover and till sales
- Liaise with clients to develop regular hire of the premises
- Ensure timesheets are completed for processing of payroll for staff
- Order and manage inventory levels for products and consumables
- Coordinate regular maintenance and upkeep of café equipment

Ministry

- Taking into consideration the candidate's gift mix and ability, the role may include the following:
- Train and equip volunteer teams for missional hosting in the cafe

Administration

- Maintain and update policies and procedures as required
- Maintain organised files and records (hardcopy) for invoices, receipts
- Digitize files and maintain duplicate records on the WC Fileshare
- Maintain and respond to all enquiries through email and Basecamp

Meetings and Reporting

- Attend weekly staff prayer and team meetings
- Fortnightly catch up with the Executive Pastor
- Produce a monthly report and dashboard updating KPIs
- Report activities to Church Family Meetings as requested

REMUNERATION & HOLIDAY

£35,000 to £40,000 per annum, commensurate with experience

Pension contribution of 5% from Chapel

25 days holiday + 8 paid bank holidays

SCHEDULE

Monday to Friday, 8:00 AM to 5:00 PM, with flexibility to work remotely

Evenings and weekends required. Schedule to be adjusted as required for operational requirements

HOW TO APPLY:

Please complete the form found here: <https://forms.gle/gBJNpsmr7PDzUvym7>

We thank all applicants and advise that only those selected for an interview will be contacted.

