

Advert

Job Title	Community Cafe Leader (Children & Families)
Salary Grade	£12.81 per hour
Reporting to	Team Vicar / Social Enterprise Development Manager
Days and hours	6.5 hours per week, to include Wednesdays 9am - 2pm (+1.5 hours preparation + planning time) Fixed Term for 12 months [with option to extend dependent on performance] 3 month probationary period
Place of work	St Laurence: Shambles Hall, Stroud
Date of issue	April 2025
Closing date	5pm on Weds 7th May 2025

We have an exciting opportunity to lead our weekly Community Cafe, *The Well*, located at our town centre venue, the Shambles Hall - every Wednesday morning 9:30-1pm.

We set up our Community Cafe in 2023, in response to the government's Warm Space initiative, offering a warm, friendly, welcoming space for those who needed it in the community. This has evolved into a vibrant community event, open to all, but particularly enjoyed by young, local families.

We are looking for a vibrant team leader, to manage our team of volunteers: kind-hearted, caring people, passionate about giving back to their community, supporting families to spend time together affordably, building connections between parents/carers and combating loneliness. Not to mention providing delicious cakes!

You will be responsible for planning and leading engaging sessions, creating a safe and friendly space for children and their parents or carers, and helping to build a sense of community through play, conversation, and, where appropriate, prayer. Alongside this, you will run the community café, working alongside our team to help provide a welcoming environment for all who come through our doors.

While there is no current plan or funding for expansion, there may be potential for the role to develop in the future, in line with our ongoing commitment to serving local families.

If this sounds up your street, or if you would like to know more, please get in touch with Kate Raw for a chat on 01453 709990; applications should be made by CV with a short cover letter, to

jodie.calcutt@stroudparishchurches.org.uk

JOB DESCRIPTION

Overall Purpose of Post
You will be responsible for running a popular, weekly community cafe in Stroud Town Centre. You will be the first point of contact for attendees, greeting and welcoming them, and engaging in play with the children, and chat or prayer with the adults. There is real scope for putting your stamp on this role, injecting your own creativity into the group, aligned to our vision of supporting the local community. There is also potential for this role to grow into a broader Youth role in the future, for the right candidate. Please note, this role is subject to references, enhanced DBS check, and the following Safeguarding training: Basic Safeguarding, Foundations and Raising Awareness of Domestic Abuse.

	Responsibilities and Accountabilities	Nature and Scope of Role
1	Leading and developing vision and strategy for our Community Cafe and parent & toddler group, aligned to our Children, Youth & Families' vision	Work closely with our church team to develop this, but also have creative scope to do things differently
2	Recruiting and managing volunteers and rotas	Managing volunteer activities, according to the needs of the group; ensure relevant training is kept up to date and properly recorded
3	General welcoming, befriending, prayer and support for parents/carers and members of the public who attend	Through a 'soft touch', support people pastorally with their needs Meet & greet, taking donations for entrance & recording attendance Pick up on needs of customers and respond to them as appropriate
4	Planning	Plan termly themes for story, craft and sensory activities Plan regular community outreach activities Oversee volunteers to ensure cake baking and stock replenishment required for each session Organise purchasing, cleaning, maintenance and disposal of toys as needed
5	Weekly logistics	Arrive early to help set up the hall and stay until everything is packed away and cleaned Overall responsibility for smooth running during sessions Closing down & locking up at the end of sessions
6	Connect with other church groups / leaders as necessary	Partner with the Stroud Parish Churches' Children, Youth & Families Minister & Clergy Team, keeping in regular contact to share information on family services, events etc. Liaise with the St Laurence Church committee as necessary

7	Health and Safety	Risk assessments management and upkeep Responsible for training and good practice in food hygiene, safeguarding and first aid
8	Finance	Manage cash boxes / card payments, record takings and report to Treasurer
9	Promotion	Regular publicity and notices via social media, writing website content as needed, producing and distributing posters and fliers
10	Other duties as required:	Respond to enquiries and issues as they arise (e.g. requests from other agencies for information or to visit) Organise participation in inter-Church events (such as family fun day, Festival of Wonder) Organising picnic or bbq for families during Summer and other seasonal activities (e.g Christmas party, tree for Christmas tree festival) and occasional social events

PERSON SPECIFICATION

Attributes	Essential	Desirable / willing to accept training in
General	Be supportive of the aims and ethos of the Church, and inclusive Christian values	A practising Christian is desirable but not essential
Qualifications and Training		EYFS or other childcare qualification Safeguarding training
Experience	Experience of working with children	Safeguarding knowledge and experience Working with volunteer groups Dealing with customers Line management experience Working knowledge of risk assessments, health and safety and food hygiene Experience in social media
Personal Qualities	Brilliant with children Good communication skills Able to work on own initiative without supervision Respectful of people of all backgrounds and cultures Flexible, adaptable and well organised	

	Ability to work with all age groups and abilities as necessary in a community	
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