

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Social Enterprise Development Manager
Salary Grade	£25,000 - £28,000 FTE, dependent on experience
Reporting to	Stroud Parish Churches Team Rector (Chair of Board Social Enterprise Development Board)
Days and hours	20 hours per week, ideally over 5 days, can be worked flexibly over the week (plus potential for overtime during events) Fixed Term for 12 months [with option to extend dependent on business planning] 3 month probationary period
Place of work	Church Office, St Laurence Hall, The Shambles, Stroud
Date of issue	January 2025
Closing date	Tuesday 28th January at 5pm

This is an exciting opportunity to continue the development of faith-based social enterprise located in our town centre venues, under the umbrella of the award-winning Stroud Centre for Peace & the Arts (see Appendix for more information). You will be building on the foundations of an initiative that has been developing over the past two years, supporting our vision of “exploring together what a town centre church can be”. We are passionate that the church and rooms become a focal point for the community, focussing on the arts, ecology and social action for people of all faiths or none.

As we continue to revitalise and regenerate St Laurence Church and its adjacent Church Hall (“The Well” and “Upper Room”), we are looking for a passionate Social Enterprise Development Manager, to bring new ideas and deliver on projects/events, in parallel with developments already underway. You will build on existing business planning, and work within the budget for the two buildings; receiving input from enthusiastic and knowledgeable Board members, volunteers and other stakeholders, along with the support of a Facilities & Events Coordinator (also being advertised), and a Caretaker, alongside a team providing administrative support to Stroud Parish Churches (a family of 9 churches and 4 halls across Stroud).

Continuing to build on relationships with users already using our facilities (support groups, choirs, orchestras, festivals, markets), we want to become a local hub for these, and for more community groups and, potentially, Artists in Residence; you will enable these groups to hold events in our venues to generate revenue, and to build community. Working closely with the Facilities & Events Coordinator, and with our Caretaker, you will also feed in ideas of what we could do to update our facilities and make them more attractive.

Applying for small grants will be an important part of the job, so experience in doing this would be helpful. Promotion will be key and you will be responsible for all of the advertising and marketing related to these activities.

The successful candidate will be working with a Social Enterprise Development Board (chaired by the Team Rector) to ensure that they are supported in their work. You will receive an attractive benefits package: competitive salary; excellent pension scheme; 25 days holiday FTE (plus bank holidays); mobile phone and laptop provided.

Please get in touch with Peter Chester for a chat if you would like to know more on 0777 333 9345 or email peter.chester@stroudparishchurches.org.uk; applications should be made by CV with cover letter, to jodie.calcutt@stroudparishchurches.org.uk

JOB DESCRIPTION

	Responsibilities and Accountabilities	Nature and Scope of Role
1	Social enterprise development	Continue the existing work and develop innovative events/projects, to build revenue and community involvement Build teams and deliver said projects, with clear, achievable targets, including giving venue-specific training to volunteers / staff Plan, and apply for appropriate grants Continue the work to vision how the space can best be used, whilst keeping functionality for users
2	Business planning	Work to a budget and make the best use of resources to support the achievement of the aims of St. Laurence: Stroud Centre for Peace and the Arts
3	Policy	Ensure projects align with the Mission Statement and supporting documents of the Stroud Centre for Peace & the Arts, with a particular focus on the arts, ecology and social justice
4	Communication	Have responsibility for internal and external communications, particularly with the local community, updating on what we are doing, seeking feedback, inviting neighbours to events as appropriate

		Communicate effectively with the Board and wider stakeholders, gaining buy-in and support as needed Work closely with the Caretaker and Facilities & Events Manager, ensuring good lines of communication with both Work in conjunction with the Stroud Parish Churches' Team Coordinator to avoid duplication and ensure coordination across churches within the team.
5	Finance	Take responsibility for financial records for own projects, in collaboration with the Finance Director of the social enterprise Through the Board/church committee, enable financial decisions on staffing, publicity and other costs for each activity, ensuring within budget at all times Take ownership in seeking out and applying for small grants.
6	Promotion	Promote the church and church rooms ("The Well" and "Upper Room") as events venues Manage the church website Use social media channels to create engaging posts and responses, and develop good relations with the local print and online media. Create posters and leaflets to advertise events, with support from the Facilities & Events Manager Work within the wider St Laurence's and Stroud Parish Churches comms framework to ensure marketing is effective and appropriate
7	Line management	Line manage the Facilities & Events Manager and the Caretaker. To include: holiday management, sickness management, performance management, pastoral support as needed.

PERSON SPECIFICATION

Attributes	Essential	Desirable / willing to accept training in
General	A commitment to reflect the ethos of the Church as the Stroud Centre for Peace and the Arts, in all dealings with volunteers, congregation members, venue users and visitors Able to work well on your own, without direct supervision, managing own work and prioritising effectively Excellent time keeping & own diary management Strong communication and organisational skills Confident in the use of IT	
Qualifications and Training		Project management qualification or equivalent level of experience
Experience	Proven experience of working in comparable areas where good communication and organisation are key Have worked in situations that have enabled others and instilled confidence Dealing with customers	Safeguarding knowledge and experience Working with complex organisations, and volunteer groups Line management experience Knowledge of other agencies in Stroud that help and support people Working knowledge of risk assessments, health and safety and food hygiene Experience in communications, social media and marketing Applying for grant funding for small projects Bookings / venue management Business planning experience Recruiting volunteers
Personal Qualities	Excellent communication skills Respectful of people of all backgrounds and cultures Flexible, adaptable and well organised	

	Good understanding of written and oral English and good numeracy Ability to work with all age groups and abilities in a community Ability to record information and individual or project stories which will show importance and viability of the program of activities to the community and funders Ability to report at meetings Ability to work within set budgets and to apply for grant funding for small projects Manage own day to day working schedule independently, with flexibility for when urgent priorities arise	
--	---	--



STROUD CENTRE FOR PEACE & THE ARTS

Peace through faith, the arts, ecology & justice

Mission

Exploring together what a town centre church can be:

- A place of welcome, a place to be, open to all, just as they are
- A spiritually nourishing resource for all who enter its sacred spaces
- A centre for the flourishing of activities that promote peace, in its broadest and deepest meanings
- A place of encounter with diverse Christian and other faith and wisdom traditions
- A vital part of the physical, cultural and social fabric of the town

For a deeper understanding, see the following:

“Stroud Centre for Peace & the Arts - The Essentials” (statement of values and principles, on themes of Peace, Faith, the Arts, Ecology & Justice)

“St Laurence Regeneration Programme: Vision for the regenerated site”