



Job Information Pack

Café & Soft Play Manager

Firth Park Methodist Church, Sheffield, S5 6QL.

Closing date: **13th December 2024**

Please note we reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications.



About the job:

Sam's Space Soft Play, based at Firth Park Methodist Church, is a purpose-built not for profit soft play facility and café that opened on the 17th of February 2020.

The facility is available to the whole community, welcoming people of all faiths and none. We have a specific Christian-based group called "Mini Disciples" for children and their families as well as "Space For All" sessions for anyone to attend.

We have a café with seating area serving drinks, food, and snacks to parents, carers and those responsible for our soft-play users; a three-storey soft play climbing frame with separate play area, monkey bars, a ball pool, LED tubes, two slides and lots of opportunity to climb!

Working arrangement:

The role is a full-time post, and days and hours will need to be worked flexibly in response to the requirements of Sam's Space. This will require Saturday working on a rota basis.

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

Next steps:

Informal enquiries, questions and visits to see the facility are **actively encouraged**. Please ask questions and arrange a visit by email to Lynne Brand at lbrand1953@gmail.com. *Please note that applications sent directly to this email address will not be accepted.*

Application forms are available by emailing hr@sheffieldmethodist.org

To make an application please complete an application form and return by email before Midday on 13th December 2024 to hr@sheffieldmethodist.org

Anticipated timeline:

A flexible start date is available, which will be discussed at interview stage.

1. Closing date:	13 th December 2024
2. Interview date:	January 2025

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at Sam's Space, Firth Park Methodist Church, Sheffield, S5 6QL.



JOB DESCRIPTION

Job title: Café and Soft Play Manager.
Employed by: Sam's Space, Firth Park Methodist Church.
Location: Firth Park Methodist Church, Stubbin Lane, Sheffield, S5 6QL.

Responsible to: The post holder is accountable to the Managing Trustees of Firth Park Methodist Church through an appointed management committee.

Key relationships: (Internal)
- Sam's Space Management Committee
- Sam's Space Staff and Volunteers

Key relationships: (External)
- Sam's Space Users and their Responsible Adult(s)
- Other users and groups of Firth Park Methodist Church
- Other local community groups, schools and nurseries

Line Management: - Sam's Space Café and Soft Play Staff

Purpose and objectives:

- To be responsible for the day-to-day operational management of Sam's Space, providing a safe and welcoming space for all to enjoy.

Main responsibilities:

General

- To manage the café day-to-day, ensuring food hygiene, food safety and stock control check lists and processes are completed and accurately recorded.
- To manage the soft play area, ensuring it remains clean, safe, and fit for purpose, escalating maintenance concerns immediately, managing these to completion and a satisfactory resolve.
- To work collaboratively with members of the Sam's Space Management Committee in areas of finance, operations, and governance:
- To respond to inbound customer communications through social media channels, email, and telephone, and in-person, maintaining an excellent level of customer service and satisfaction.
- To be pro-active in developing positive relationships throughout the local community.
- To develop open communication with local community groups, schools, and nurseries.
- To work with members of the Sam's Space Management Team in identifying opportunities and making applications for community grants from local initiatives and funders.

Marketing and Advertising

- To oversee the Sam's Space website, booking system and social media channels, planning, and advertising events and facilitating party/private hire bookings.

Staff management

- To work collaboratively with members of Sam's Space Management Team, assuming responsibility for the onboarding and day-to-day operational management of staff and volunteers in areas which include but are not exhaustive to:

Other requirements:

- To attend meetings with Sam's Space Management Committee as requested.
- Develop and maintain a good understanding of the culture and values of Sam's Space, always acting in its best interests.
- Any other duties within the level of responsibility of the postholder that support the existing and developing mission of Sam's Space

Summary of terms and conditions of employment:

Contract type	Full time permanent.
Working hours	37 hours per week, worked flexibly.
Rate of pay	£14 per hour, (£26936 per annum).
Location	Firth Park Methodist Church, Sheffield, S5 6QL.
Required working	A flexible working pattern is a requirement for this role, to include frequent Saturday working and occasional evening working.
Annual leave	33-days per annum, inclusive of public holidays.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	<p>We are an employer who will try to support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD).</p> <p>There may on occasion be a need to attend further training relevant to the role and the wider Methodist Church. Any such training will be undertaken in contracted hours or recorded as time off in lieu (TOIL).</p>



PERSON SPECIFICATION

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Education and Training			
Hold a current First Aid at Work Certificate or commit to achieve within 1 month of starting in post (funded by Sam's Space).	Yes		A, I
Hold a relevant Food Safety Qualification or commit to achieve within 1 month of starting in post (funded by Sam's Space).	Yes		A, I
Knowledge, Skills and Experience			
Relevant supervisory management experience.	Yes		A, I
Previous experience of working within the leisure of hospitality industry, in either an employed or voluntary capacity.	Yes		A, I
Previous experience in advertising and planning events/parties/private bookings.	Yes		A, I
Previous experience of cash handling with an understanding of the importance of robust cash management protocols.	Yes		A, I
Experience of and a commitment to work within safeguarding protocols either in an employed or a voluntary capacity.	Yes		A, I
Knowledge and understanding of compliance issues, legislation, and procedures for Health & Safety in the workplace.	Yes		A, I
Competent user of Microsoft packages, including Word and Excel.	Yes		A, I
Confident user of social media with a strong understanding of how different platforms work and how people engage with them.	Yes		A, I
Qualities or Aptitudes			
A genuine 'can do' approach and attitude to the task at hand.	Yes		A, I
Able to communicate and relate effectively to a wide and diverse range of people, demonstrating a knowledge of the economic, cultural, and social profile of the area, being sincere and respectful.	Yes		A, I
Able to develop and maintain appropriate boundaries and confidences in all professional and personal relationships.	Yes		A, I
Able to organise and manage workloads efficiently, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
Good interpersonal skills; welcoming, friendly, sensitive and approachable.	Yes		A, I
Able to adapt positively to changing priorities and circumstances.	Yes		A, I
Any Other Requirements			
A commitment to work flexible hours as needed for the business, to include alternate Saturday working and infrequent evening working.	Yes		A, I
Be able to access all areas of the soft play facility and its equipment, including some confined areas and places of height.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		A, I
Willing to understand and engage with the ethos, and values of the Methodist Church.	Yes		A, I
A commitment to continue professional and personal development and to undergo relevant training where appropriate and necessary.	Yes		A, I
A satisfactory enhanced disclosure from the Disclosure and Barring Service	Yes		DBS

Evidence: **A** – Application form; **I** – Interview; **Q** – Proof of qualification



IMPORTANT NOTES

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made. They include but are not exhaustive to Health & Safety, Data Protection, GDPR, Governance, Safeguarding, Performance, EDI and a number of personnel and financial policies.