

Hub Manager

We are looking for a committed Christian to maintain, manage and serve in our New 'Hub'. You will be responsible for running the café aspect of the Hub, welcoming visitors and acting as a catalyst for organizing volunteers to facilitate the day to day running of the Hub. You will be also responsible for the practicalities of deliveries to the church centre.

You will work to build friendships with the users of the hub both within the existing church community and with our neighbours. You will seek to help all that come to find a home at St. Paul's and signpost the activities, programs and acts of worship at St. Paul's.

Ideally you will be a member of St. Paul's Church, passionate about building community, find it easy to talk to people and be empathetic.

You will need to be highly organized by in terms of running the café operation within the Hub and organizing teams.

You will be expected to work Monday to Friday at times agreed with your line manager. A degree of flexibility will be needed.

You will enjoy working in a team and have a basic grasp of I.T.

At St. Paul's we have distilled our calling into three words: Connect, Transform and Serve. The role as Hub Host can be summarised as follows:

Connect: Connecting to one another, Jesus and our Community

- To create an atmosphere of welcome that is conducive to building relationships within the church community and with those in our local community.
- To welcome visitors into the Hub, ensuring that they can access drinks and refreshments
- Ensuring that the welcome materials and technology in the Hub space is up to date and working well
- To ensure stock of refreshments are managed and ordered as required
- To clean the Hub Bean to Cup coffee machine daily and other equipment as required.
- To ensure the supplies are up to date, and other necessary daily cleaning in the Hub.

Transform: Transforming into the image of Christ

- To be available to spend time with guests in the Hub offering appropriate pastoral support and then signposting following up where appropriate.
- To display creatively a few current Christian books relating to current teaching and bibles

Serve: Sacrificially Serving our Neighbour

- To build a team of volunteers to serve in the Hub
- To collect deliveries and ensure tradesmen can enter
- To ensure The Hub is ready to accommodate Sunday services

Initially 20 Hours per week: £10,140 pa

Start date Monday 4 September

Closing date for applications Wednesday 31 May

Interview date TBA

Apply by sending in a covering letter and CV to Lisa Gyngell at <mailto:lisag@saintpauls.co.uk>

For more details contact Paul Dever at pauld@saintpauls.co.uk or 020 8873 1961