

Job Description

Position	Community Lead
Hours	28 hours per week
Schedule	To be discussed with the successful candidate (primarily Monday–Friday, with occasional Sunday morning attendance required for church updates).
Salary	£23,296
Contract	Ongoing (subject to continuation of external funding)
Location	The Hub Community Centre, Pownall Road, Altrincham, WA14 2SZ
Employer	Altrincham Baptist Church
Line Manager	Operations Lead

Vision of Altrincham Baptist Church

The strategic vision of Altrincham Baptist Church is to *'Be a Disciple, Make Disciples, Reveal the Kingdom of God'*. We believe that all people are made in the image of God and are loved by God equally.

Altrincham Baptist Church runs The Hub Community Centre (two sites, one church). Some of our work is funded by Trafford Council, in the form of a 'Community Hub'. We run one of six 'Community Hubs' in the Borough of Trafford. Each hub is led by a voluntary sector organisation working in partnership with the local council offering care and support to local residents.

Purpose of the Role

To lead the Community Hub at The Hub Community Centre. You will act as the key bridge between Altrincham Baptist Church, Trafford Council, and the local neighbourhood, ensuring the delivery of high-quality, compassionate support services.

The role involves strategic relationship management with external council partners, leading and inspiring a small team of staff and volunteers, and actively engaging with local residents to ensure The Hub meets genuine community needs in line with the Christian ethos and vision of the church. Read more about our vision [here](#).

Main Duties & Responsibilities

Community & Volunteer Engagement

- **Grassroots Engagement:** Actively engage with local residents and community groups to build relationships and understand emerging needs. Maintain comprehensive oversight over community-facing activities and services, ensuring The Hub consistently delivers accessible, welcoming, and responsive programming.
- **Volunteer Leadership:** Foster a supportive environment that encourages local participation. Motivate and lead volunteer teams, ensuring they understand and embody the vision and values of the church within The Hub. In this role, you will provide direct oversight to our Volunteer Coordinator, who handles recruitment and onboarding.
- **Internal Collaboration:** Liaise with existing church user groups and ministries providing services that align with local community needs.
- **Communications & Social Media:** Create and share engaging social media content and digital updates to effectively promote The Hub's services, stories of impact, and activities to local residents, service users, and external partners.
- **Seasonal Initiatives:** Develop, plan, and deliver targeted community initiatives during key Christian seasons, such as Easter and Christmas (e.g., coordinating Christmas community events, hampers for those in need, and seasonal support), to further care for vulnerable local residents.
- **Faith Signposting & Invitation:** Act as a warm, welcoming point of contact for service users, signposting interested residents into faith exploration groups, discipleship courses, and church services where appropriate.
- **Congregational Engagement:** Attend Sunday church services at Altrincham Baptist Church on an occasional basis to passionately communicate the work, progress, and stories of impact from The Hub, engaging the congregation and sharing how God is moving through our community ministries.

Partnership & Representation

- **Strategic Partnerships:** Represent Altrincham Baptist Church's values and approach in all engagements with Trafford Council, other community hub leads, and Voluntary, Community, Faith and Social Enterprise (VCFSE) partners.

- **Collaborative Meetings:** Attend and actively participate in regular strategic meetings with Council representatives and community hub leads to develop and shape borough-wide service delivery.
- **Live Well Initiative Evolution:** Lead the integration and local development of Trafford Council's Live Well initiative at The Hub, evolving our services in close partnership with the council to deliver holistic, preventative health and wellbeing support.
- **Church Alignment:** Attend church leadership (Core Team) meetings as required, to align community hub development with the overarching vision of the church.

Staff & Project Management

- **Line Management:** Provide supportive line management to staff directly involved in council funded community hub services, including the Volunteer Coordinator, WorkWell Key Worker, and Community Support Coordinator.
- **Project Oversight:** Oversee the delivery of specific initiatives, including:
 - **The WorkWell project:** Supported by our dedicated Key Worker.
 - **The Crisis and Resilience Fund:** Oversee the administration managed by our Community Support Coordinator, providing direct operational cover during any sickness or annual leave to ensure service continuity.

Finance, Administration & Compliance

- **Funding & Finance:** Prepare and manage budgets within constraints. Research, prepare, and submit grant applications to secure funding for general running costs and specific projects.
- **Data, Impact & Stakeholder Reporting:** Maintain robust data systems to track enquiries, attendance, and engagements. Utilise this data alongside real-life stories of impact to compile professional, high-quality progress reports for Trafford Council (including specific metrics for the Live Well initiative) and other external funding stakeholders.
- **Compliance & Safety:** Ensure all data management complies with GDPR and confidentiality regulations. Oversee risk assessments, Health & Safety legislation, and robust Safeguarding practices (particularly regarding vulnerable adults).

Person Specification

Faith & Values

- Deeply committed to upholding, promoting, and embodying the vision, values, and Christian ethos of Altrincham Baptist Church.
- Passionate about fostering a welcoming, faith-inspired environment within The Hub and motivating others to contribute positively to the church's mission.
- Comfortable and confident in speaking about faith, and naturally welcoming people into faith exploration spaces.

Experience & Skills

- **Strategic Leadership:** A strategic thinker with experience managing multiple projects, people, and tasks in the voluntary/community sector. Experience working with or alongside local authority initiatives (such as Live Well) is highly desirable.
- **Team & People Management:** An effective, collaborative leader capable of managing different personalities to bring the best out of both paid staff and diverse volunteer teams.
- **Partnership & Communication:** Confident verbal and written communication skills, with experience engaging effectively in one-to-one, small group, and public settings.
- **Congregational Communication:** Comfortable and inspiring when speaking in front of a church congregation, with the ability to share faith-filled stories of impact that encourage prayer, volunteer sign-ups, and financial giving.
- **Communications & Media:** Competent in creating engaging digital content and utilising social media platforms to market community services and engage external stakeholders.
- **Project & Event Coordination:** Experience organising community events, practical support drives (like hamper distributions), or seasonal outreach initiatives would be desirable.
- **Financial & Bid Writing:** Experience as a budget holder alongside a willingness to prepare and submit grant applications.
- **Administration & IT:** Highly organized with excellent time management, strong IT skills, and a logical approach to data and compliance.

Personal Attributes

- Compassionate, warm, and highly approachable.
- Possesses a genuine heart for people and a desire to see the local community thrive.