



APCMC Ltd

# Parish Centre Manager

## Information for Applicants

### **Contact for enquiries:**

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## Introduction from the Director of Finance

Thank you for your interest in the role of Parish Centre Manager with APCMC Ltd.

Archdiocesan Parish Centres Management Company Limited (APCCM Ltd) is the trading arm of The Archdiocese of Liverpool. APCMC was formed in 1997 and has been going strong since.

This is an exciting time to join APCMC Ltd as we continue to build on our licenced trade and function room hire and also diversify our activities to provide more community events and activities for our parishes and beyond.

We have also recently appointed The Wigan Beer Company as our wholesaler of alcoholic and non-alcoholic drinks for our parish centres. The company is local with half of the staff having connections with the archdiocese and they have a strong focus on corporate social responsibility.

The covid pandemic had an impact on APCMC as well as the wider hospitality sector and it led us to make some difficult decisions and close some centres.

Reviewing our centres and our offer led us to increasing our focus on using our accommodation during quiet times to facilitate more community development in our parishes.

We currently engage in a wide range of social action activities across our centre and I am excited to see this provision develop in the future, alongside our traditional trade.

We are currently recruiting for several positions across the Archdiocese and are interested in hearing from motivated and experienced individuals.

We are holding an open afternoon at Christ the King Parish Centre on 1st July 2024 to provide more information about life as a Parish Centre Manager and our vision for the future. We would love to see you there.

I look forward to reading your application.

Jill Boggan  
Director of Finance



## About Our Parish Centres

We have 35 parish centres across the archdiocese which spread from Preston in the North, Atherton in the East and Speke in the South. A list of our centres is available on our website.

Each centre is a licenced premises and as well as operating a traditional bar provision for the community also provides a range of activities from hire of function rooms for events such as weddings, christenings and funeral receptions, to hosting local sports clubs and daytime community group activities.

We are aiming to maximise the use of our facilities, particularly during the day, by extending the range of community and parish groups using our services. A sample of our recent initiatives in centres is below:

- Some of our parish centres are designated “warm and cosy” heat hubs and open for members of our community who are struggling with winter fuel bills. As well as a warm location visitors will be provided with free tea/coffee and biscuits, access to TV and wifi and friendly company.
- Some centres engaged in a “snack and stay or snack away” initiative which provided free sandwiches and snacks to children during school holidays, and tea and coffee to parents.
- One centre hosts a “dancefloor madness” session which is an inclusive monthly dance session attended by 30 young people and their carers.
- We have many different fundraising activities happening in centres each week for a number of different causes.

Through our parish centres we aim to increase our support to all members of our community by offering a diverse range of events and activities for all ages and interests and we are seeking managers who can lead on development of community engagement as well as overseeing the day to day running of licenced trade.



## About the Role

### Parish Centre Manager

The role of Parish Centre Manager is a diverse and busy one. As the designated premises supervisor (licensee) you will be responsible for ensuring the smooth running of the bar by successfully managing cash, stock and staff members and by complying with licencing and health & safety regulations.

You will be responsible for exceptional levels of customer service at the centre and ensuring all customers receive a good experience.

You will be tasked with further developing a programme of activities which meets the needs of the local parish and community and maximises the accommodation available. You and your team will be responsible for building active partnerships with stakeholders and forming collaborative links with charities and community groups. You will work closely with the parish priest, school and volunteers in shaping the offer of your centre.

No day will look the same and you will be responsible for organising your staff rota's to appropriately suit the centre's activities. You will have the support of professional teams at the Archdiocese with areas such as Finance and HR.

We are looking for a confident communicator who is comfortable initiating and developing professional relationships. You will be organised and effective at multi-tasking a wide range of activities. Computer literacy is essential for management and marketing activities.

Our centres have differing opening times and days and the facilities and staffing differ across sites. A visit is strongly recommended before application in order to gain an understanding of the premises and their potential.

This is an amazing opportunity to work at the heart of the community and help shape services which will have a lasting impact within our parishes and beyond.



# Terms and Conditions

## Contract and salary

These are permanent, full-time appointments with the exception of St Ambrose which is cover for long term absence.

Salary depends on the site and ranges from £26,500 to £29,800 FTE.

## Locations

- St Basil's Parish Centre in Widnes (Cheshire)
- St Joseph's Parish Centre in Kirkby (Liverpool)
- St Paul's Parish Centre in West Derby (Liverpool)
- St Oswald's Parish Centre, Padgate (Warrington)
- St Ambrose Parish Centre in Speke (Liverpool) - fixed term contract for 6 months

## Working Hours

Contract is 44 hours per week worked flexibly as per Parish Centre rota, with the exception of St Joseph's which is 32 hours per week.

## Annual leave

28 days which includes eight bank/public holidays.

## Pension

The archdiocese has a policy of matching employee contributions up to 6% of their pensionable salary.

## Other benefits

Other benefits including death-in-service scheme.

## Learn more about the role

Visit our open afternoon at Christ the King Parish Centre (Childwall) on Monday 1 July 2024 between 12noon and 4pm for a chat about what the role involves.

## How to apply

Please apply via our online application form which is available at:

<http://www.liverpoolcatholic.org.uk/careers>

**The closing date for applications is 5pm on Monday 8th July 2024.**

**Interview and assessment will be held week commencing 15th July 2024.**

- Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.





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