

## **HOLY TRINITY CHURCH**

### **COVENTRY**

**(on behalf of the Trustees of the Old National School)**

#### **JOB DESCRIPTION**

<b>Title:</b>	<b>Trinity House (Old Bluecoat School) Coordinator</b>
<b>Accountable to:</b>	The Vicar of HTC on behalf of the Trustees of the Old National School Trust (ONST)
<b>Managed by:</b>	A Trustee of the ONST
<b>Tenure:</b>	Permanent Contract, subject to satisfactory completion of 12 months probationary period
<b>Salary:</b>	£12 per hour (= £6240 pa)
<b>Key Relationships:</b>	Works closely with the HTC Vicar, Trustees & Steering Group, Verger, Finance Team and Office staff, Volunteers and Contractors.
<b>Hours:</b>	10 hours per week worked flexibly on site and from home
<b>Job Purpose:</b>	<p>To oversee all aspects of the management and development of Trinity House as a vibrant part of City Centre life with a sustainable long term future.</p> <p>To work creatively and rigorously to develop the use of the building to ensure its long-term sustainability in line with HTC and ONST values.</p> <p>To work with stakeholders to ensure strong collaborative work with all aspects of HTC and other local community organizations.</p>

#### **Duties:**

1. Actively promote and market Trinity House via outreach, social media and other online presence and events to secure bookings and maintain long term financial viability.
2. Ensure the provision of excellent customer service and relationship management for all current, new and potential users of Trinity House.
3. Be responsible for all aspects of the administration of Trinity House and coordinating room bookings.
4. Recruit, train and coordinate volunteers to support the work of Trinity House.
5. Monitor and report on key performance indicators for all aspects of Trinity House, to include assisting in the monitoring of budgets and processing transactions linked to Trinity House room bookings and other spend.
6. Oversee the compliant and timely maintenance of the building, including strategically planning building developments and equipment refresh and repair.
7. Maintain an accurate risk register and relevant risk assessments to ensure that the building and its use is fully compliant with all relevant health and safety legislation and insurance requirements.
8. Take overall responsibility for ensuring that rooms and public areas are kept clean, safe and tidy.

9. Ensure implementation of all statutory health and safety requirements. Ensure health and safety regulations are regularly monitored for compliance and develop and implement revised policies as and when required.
10. Take overall responsibility for establishing and maintaining administrative arrangements for the security of the building, including locking/unlocking/alarming. Implement and ensure the operation of procedures for monitoring and responding to emergency alarms.
11. Take part in annual appraisal and agree a personal development plan designed to develop skills and experience.
12. Take personal responsibility for health and safety within the working environment, reporting any concerns and incidents according to good working practice and the ONST/Church's policies.
13. Maintain high levels of discretion and confidentiality at all times as a key requirement.
14. Undertake any other duties assigned to the post which are an appropriate function of the post.

**Reviewed by: Richard Hibbert (Vicar) and Chris Jupp (Chair Steering Group) April 2024**

**Acronyms:**

HTC - Holy Trinity Church

OBCS - Old Blue Coat School

ONST - Old National School Trust