

# Job Description

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| <b>Job Title:</b>       | Parish Centre Manager/Designated Premises Supervisor (DPS)                           |
| <b>Reporting to:</b>    | Area Manager or Operations Manager   |
| <b>Responsible for:</b> | Centre staff including Bar Assistants, Glass Collectors, Cleaners, Assistant Manager |
| <b>Updated:</b>         | July 2025  |

## Mission Statement

*"Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation."*

## Job Summary

You will ensure the day-to-day operation of the parish centre by successfully managing cash, stock and staff members and by complying with licensing and statutory regulations, company policy and procedures. You will also promote the parish centre to attract new customers and provide a consistently good experience to all who visit and use the facilities to host family celebrations or church events. You will work with the support of the operational team and directly with the Operations Manager and Area Manager who will instruct you in delivery of the Board of Director's strategy and this will apply to you and the Parish Centre.

## Main Duties & Responsibilities

### Parish centre activities

1. To develop and deliver a programme of activities that meets the needs of the local parish, community and local charities by working effectively with the parish priest, parishioners, groups and volunteers, and by forming collaborative links and alliances with organisations and agencies from all sectors that can be developed into active partnerships.
2. Putting the safety and well-being of all who access the parish centre at the highest priority, ensuring appropriate risk assessments for activities are in place.
3. Lead in the operation of the hospitality facilities, including a licensed bar and kitchen, in an efficient, professional and friendly manner to attract and welcome new customers, encourage customer loyalty and operate as a financially sustainable operation, undertaking personally, bar and cellar work where required.
4. Lead in the management of the stocks and club equipment to conform to current Health and Safety and Food Hygiene legislation, wet product supplier and company standards.
5. Ensuring that all cash on site is kept secure and stored in the safe, keep accurate records regarding cash takings and cash kept on site in accordance with the guidelines and procedures laid down by the company.
6. To accept responsibility, for all cash floats and cash takings within the guidelines and procedures laid down by the company.
7. Ensure sufficient wet product stocks, cleaning materials and other stock the centre may require to enable effective functioning under normal trading conditions from suppliers who are approved by the company.
8. Check all delivery notes and purchase invoices and to keep them in an orderly and tidy manner ready to be handed over to the appropriate person.
9. To ensure all mandatory checks associated with cellar management are undertaken including line checks, kegs and stock being stored safely and that the cellar temperature is maintained at the required level.

10. Ensure the Parish Centre is maintained in a clean and tidy condition, both inside and out to observe current legislation, attract and welcome customers and encourage customer loyalty and operate as a financial sustainable parish centre and to escalate any problems to your line manager.
11. Whenever required to do so. ensure that all intruder alarms are correctly armed whenever the Parish Centre is secured and closed.
12. Ensure all hospitality areas and products are well presented, stocked and products are effectively displayed and rotated to maximise sales opportunities and financial sustainability, encourage customer loyalty and instil customer confidence.
13. To establish and maintain effective working relationships with the Operations Manager and Area Manager as well as the wider APCMC team at the Liverpool Archdiocesan Office to ensure compliance with operational, business, employment and financial instructions relating to you and your parish centre.
14. To comply with the parish centre opening and closing procedures to safeguard the premises at all times.
15. Produce, complete and submit financial information including staff rotas, weekly business done sheets, monthly timesheets, licensing records.
16. Produce, complete and submit business information including room bookings, user engagement and social impact.

#### Staff Management Responsibilities

- 1 To manage all staff matters in relation to recruitment, new starters and leavers, holidays, absence and statutory leave in accordance with internal policy and procedures.  
To ensure that staff members are trained in all aspects of their role to the required standard and hold the appropriate certificate and licence where necessary.  
Plan and prepare staff rotas in accordance with company requirements and to suit the varying activity patterns of the Parish Centre.
- 2 To guard against general fraud, theft and misappropriation of all Company assets utilising company policy and procedures.

#### Business Development

- 1 To prepare an annual parish centre business review to outline how to improve business performance with particular reference to controlling wage costs, management of repair works, controlling of entertainment costs for the coming year.
- 4 To attend all operational and business related meetings to ensure an up to date and relevant understanding of the Board strategies, supplier requirements and operational efficiency is maintained.
- 5 To identify viable marketing incentives to increase bookings, engagement and sales and ensure all company promotions are in place whilst maintaining a bar standards.  
To promote the parish centre in order that the function room, members bar, events and promotions are widely advertised to maximise marketing opportunities.
- 6 To promote the parish centre in the local community in order to offer a family friendly location for celebrations, whilst ensuring an appropriate setting is maintained for baptism parties, funerals and other church events.
- 7 To build and maintain an effective relationship with the Parish Priest and the church.

#### Licensing and Legal Responsibilities

- 1 To keep up to date with licensing legislation, ensuring compliance with opening and closing times, applying challenge 25 and taking legal responsibility for the premises.

- 2 To ensure compliance with all Health and Safety matters as required to include undertaking weekly fire alarm and emergency lighting checks, risk assessments, reporting hazards and accidents, COSHH and maintaining accurate records in respect of each of these areas.
- 3 To maximise security of the premises by regularly checking exits, shutters and alarms and reporting faults where necessary.
- 4 To report, in a timely manner, any non-compliance with the above mandatory actions.

## **General**

- 1 To conduct oneself in an appropriate manner in accordance with the licensing guidelines for Designated Premises Supervisors and to comply with APCMC policies as detailed in the employee handbook, manager training programme and other official Company operating procedures.
- 2 Where required, attend, support and contribute to in house and external training programmes to aid continuous individual development.
- 2 At all times act in a professional and appropriate manner and actively promote the ethos of APCMC Ltd and the Archdiocese of Liverpool.
- 3 To undertake such other duties as may reasonably be required of you that commensurate with your level of responsibility and experience.

## **Anti Corruption**

During your employment you are required to comply with the Anti Corruption policies including Bribery Act and Statement, Expenses Policy and Capital Expenditure procedures and comply with statutory money laundering guidelines.

## **Cash Handling Policy**

You are required to operate the parish centre in accordance with all the instructions provided in the APCMC Ltd Cash Handling Policy.

## **Confidentiality**

During your employment you may gain knowledge of confidential matters, which may include personal and/or business-related issues.

Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

## **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.

## **Safeguarding**

The post holder, during the execution of this role, will come into regular contact with children and vulnerable adults and will adhere to all Diocesan safeguarding procedures.

## **Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

## **General Clause**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the Area Manager or other designated person.

**Signed by Employee:** .....

**Print Name:** .....

**Date:** .....

**Signed by Employer:** .....

**Print Name:** .....

**Date:** .....

## Person Specification

|                             |   |
|-----------------------------|---|
| <i>Job Title:</i>           | Parish Centre Manager/DPS   |
| <i>Qualifications</i>       | <i>Essential</i>  |
|                             | <ul style="list-style-type: none"> <li>• Good standard of educational written and verbal ability</li> <li>• To have the ability to attain a personal licence and Designated Premises Supervisor status within the first three months of employment.</li> </ul>  |
|                             | <i>Desirable</i>  |
|                             | <ul style="list-style-type: none"> <li>• Personal Licence Holder</li> </ul>   |
| <i>Experience</i>           | <i>Essential</i>  |
|                             | <ul style="list-style-type: none"> <li>• Customer facing experience in a paid or voluntary capacity</li> <li>• Experience of working within a team as well as under supervision</li> <li>• Cash handling ability in a disciplined manner</li> <li>• Experience of completing routine paperwork in a similar role</li> </ul>   |
|                             | <i>Desirable</i>  |
|                             | <ul style="list-style-type: none"> <li>• Previous experience working in a licensed trade, catering or leisure industry would be advantageous</li> <li>• Experience of staff management and training (in a retail and licensed environment would be beneficial)</li> <li>• Experience handling the finances and controlling costs of a business</li> <li>• Team leadership</li> <li>• Experience of promoting a business or leading a project</li> <li>• Stock and cellar management</li> </ul>                          |
| <i>Skills and Knowledge</i> | <i>Essential</i>  |
|                             | <ul style="list-style-type: none"> <li>• Excellent customer service</li> <li>• Able to work on own initiative with remote management</li> <li>• Able to build and maintain strong working relationships</li> <li>• Ability to liaise with suppliers and maintain appropriate stock levels</li> <li>• Ability to market and promote a business</li> <li>• Ability to read profit and loss accounts or a willingness to learn</li> <li>• Ability to use IT for day to day management of work and communication</li> </ul> |
|                             | <i>Desirable</i>  |
|                             | <ul style="list-style-type: none"> <li>• Up-to-date knowledge of licensing regulations</li> <li>• Fundraising or grant applications</li> </ul>  |
| <i>Personal Attributes</i>  | <i>Essential</i>  |
|                             | <ul style="list-style-type: none"> <li>• Flexibility in approach to all aspects of work including hours and days</li> <li>• Strength of character to be able to deal with all type of issues</li> <li>• Approachable and friendly</li> <li>• Self motivated</li> </ul>  |
|                             | <i>Desirable</i>  |
|                             | <ul style="list-style-type: none"> <li>• Ability to travel to locations across the APCMC</li> <li>• Ability to work unsocial hours</li> <li>• Lives in the local area would be advantageous to the role holder</li> </ul>   |