

## JOB OPPORTUNITY

### Job Description

## Programmes Manager

### Reporting to: Hurtado Jesuit Centre Director

#### Mission

The Hurtado Jesuit Centre is a developing work of the social apostolate of the Jesuits in Britain. Based in Wapping, the Centre runs programmes promoting hospitality, social justice and spirituality in this part of East London. In addition to being the base for the Jesuit Refugee Service, the centre has also hosted exhibitions with local artists, run a high profile series of seminars on Ethical Investment and encourages community engagement with Catholic Social Teaching through talks and 'Philosophy on Tap' evenings.

#### The Job

The Programmes Manager will research, develop and implement the programmes put on by the Hurtado Jesuit Centre in collaboration with the Centre's director. S/he is responsible for the day-to-day running of the Centre building, in co-ordination with Jesuit Refugee Service UK, which has the most active use of the Centre from Mondays to Fridays. The job at present is 4 days a week.

### Main duties and responsibilities

#### Programmes

- Research and recommend new activities for the programme
- Help to implement the programme agreed with the Director
- Co-ordinate volunteers to help run the Centre's programme
- Fundraise where necessary for the Centre's projects, including by grant applications
- Directly participate in the Centre's programme
- Network appropriately with potential programme collaborators

#### Events support

- Research audiences for events
- Resource or create appropriate publicity for events
- Publicise events as appropriate, via social media, email, and mailings
- Maintain a contacts database
- Manage the Centre's website and social media presence

#### Management of the Centre

- Ensure effective maintenance of the building and garden
- Consult with Jesuit Properties Manager on contracted services
- Ensure that appropriate health and safety measures are in place, and adhered to
- Ensure the Centre has up-to-date policies and procedures which comply with relevant statutory requirements
- Manage the Centre's cleaner

### **Administration and book-keeping**

- Manage the Centre's budget and accounts
- Submit quarterly and annual statements of accounts to the Jesuit Finance Office
- Prepare invoices for building users

### **Venue hire**

- Promote and develop venue hire in accordance with the Centre's mission
- Manage bookings for the Centre; ensure adherence to venue hire terms & conditions.

## **Person specification**

### **Skills and Knowledge**

#### *Essential*

- Degree, preferably in a related humanity or social science
- Sympathy for and understanding of the mission of the Jesuits, Catholic Social Teaching and related issues
- Ability to be creative, and use one's own initiative in running projects
- Excellent communication skills, both orally and in writing
- Strong interpersonal skills and experience of liaising with a range of stakeholders/ clients

### **Experience**

#### *Essential*

- Experience of managing events, either in professional or voluntary capacity
- Experience of managing projects independently, either in professional or voluntary capacity
- Experience of working in an administrative or organisational role

#### *Preferred*

- Experience of running talks/ conferences/ seminars
- Experience of managing volunteers
- Experience of fundraising
- Experience of working in an ethnically diverse environment where English is not always a first language

### **Personal attributes**

#### *Essential*

- Enthusiasm for working in a small faith-based organisation
- Generosity of spirit and patience with others
- Ability to form strong working relationships with people from varied backgrounds
- Commitment to social justice and principles of Catholic Social Teaching
- Flexibility to respond to shifting priorities
- Task-focus and attention to detail
- Resilience

#### *Preferred*

- Interest in Ignatian spirituality



2 Chandler Street · Wapping · London · E1W 2QT

<http://hurtadocentre.org.uk/>

[T] 020 3217 6922

## CONDITIONS

Place of Work: 2 Chandler Street, London W1K 3AH  
Hours: 28 hours per week (four days; 7 hours per day)  
Salary offered: Between £20– 24,000 for 4 days per week (£25–  
30,000 full-time equivalent) depending on  
qualifications & experience  
Starting Date preferred: February 2017

Please send **CV & a Cover Letter** explaining your competency for this position **by**

**Email to:**

Stephen Power SJ

[spower@jesuit.org.uk](mailto:spower@jesuit.org.uk)

Subject: Hurtado Programmes Manager 2018

Deadline for applications: 27<sup>th</sup> January 2018

*Only short-listed candidates will be contacted.*

Interviews on: 7<sup>th</sup> February 2018

Final acceptance conditional on two References (one personal and one work-related)