



## INTRODUCTION

Thank you for expressing interest in our vacancy for a full-time **Soft Play and Café Manager**. We seek to appoint at the earliest opportunity.

**About Sam's Space:**

Sam's Space Soft Play is a purpose-built not for profit soft play facility and café that opened on the 17th February 2020.

Based from Firth Park Methodist Church Sam's Space is available to the whole community, welcoming people of all faiths and none. We have a specific Christian-based group called "Mini Disciples" for children and their families as well as "Space For All" sessions for anyone to attend.

Our facilities include a café with seating area serving drinks, food, and snacks to parents, carers and those responsible for soft-play users, a three-storey soft play climbing frame with separate play area, monkey bars, a ball pool, LED tubes, two slides and lots of opportunity to climb!

To learn more about the work that we do in the Firth Park community, please visit our website at [www.sams-space.wixsite.com/firth-park](http://www.sams-space.wixsite.com/firth-park)

**Faith:**

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing a business that is born and continues to evolve from a faith community.

**How to apply:**

For an informal discussion about the role before making an application, please contact Lynne Brand at [lbrand1953@gmail.com](mailto:lbrand1953@gmail.com)

Please submit completed application forms by email before midday on the closing date to [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org)

**Important dates:**

Closing date:	<b>2<sup>nd</sup> April 2024</b>
Interview date:	<b>12<sup>th</sup> April 2024</b>
Anticipated start:	<b>ASAP</b>

On the following pages you will find a job description, a person specification, and a summary of how we recruit. If I can be of any further support, please do be in touch.

Kind regards,

**Lynne Brand**  
**Trustee**  
**Sam's Space**



# JOB DESCRIPTION

- Job Title:** Soft Play and Café Manager.
- Employed by:** Sam's Space, Firth Park Methodist Church.
- Location:** Firth Park Methodist Church, 8 Stubbin Lane, Firth Park, Sheffield, S5 6QL.
- Responsible to:** The Employee will be employed by the managing trustees of Firth Park Methodist Church through the appointment of a line manager.
- Responsible for:** Soft Play and Café staff.
- Purpose of the role:** To assume responsibility for the day-to-day management of the café and soft play area at Sam's Space.

## Main Duties:

### General

- To manage the café on a day-to-day basis, ensuring all food hygiene, food safety and stock control check lists and processes are completed and recorded.
- To manage the soft play area, ensuring it is clean, safe, and fit for purpose, escalating any maintenance concerns immediately, managing these to completion and a satisfactory resolve.
- To work collaboratively with members of the Sam's Space Management Team in areas of finance, operations, and governance:
- To respond to customer enquiries and complaints through social media channels, email, and telephone, and in-person, maintaining an excellent level of customer service and satisfaction.
- To be pro-active in developing positive relationships throughout the local community.
- To develop open communication with local community groups, schools, and nurseries.
- To work with members of the Sam's Space Management Team in identifying opportunities and making applications for community grants from local initiatives and funders.

### Marketing and Advertising

- To oversee the Sam's Space website, booking system and social media channels, planning, and advertising events and facilitating party/private hire bookings.

### Staff management

- To work collaboratively with members of Sam's Space Management Team, assuming responsibility for the onboarding and day-to-day operational management of staff and volunteers in areas which include but are not exhaustive to:

### Other duties

- To attend meetings with the Sam's Space Management Team as necessary and as requested.
- Any other duties which are within the level of responsibility and capability of the post holder to meet the developing needs of Sam's Space and the mission of Firth Park Methodist Church.

## Training Requirements:

- There will on occasion be the need to attend additional training relevant to the role. This will be undertaken during contracted hours or recorded as time off in lieu (TOIL).

## Terms and Conditions:

Contract type:	Permanent, full-time.
Contract start:	As soon as possible.
Working hours:	37 hours. (1 FTE.)

Working pattern:	A flexible working pattern is a requirement for this role, to include alternate Saturday working and infrequent evening working.
Rate of pay:	£26,936 per annum.
Annual leave:	Annual leave entitlement for a full-time employee is 244.2 hours, based on a full-time working week of 37-hours and inclusive of public holidays.
Pension:	There is a contributory pension scheme to which you will be auto enrolled.
Probation:	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
Disclosure:	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
References:	Appointment will be conditional on the receipt of satisfactory references, of which one should be your most recent or current employer.



# PERSON SPECIFICATION

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**Responsible to:** The Employee will be employed by the managing trustees of Firth Park Methodist Church through the appointment of a line manager.

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	Essential	Desirable	Method of Assessment
<b>Education and Training</b>			
Educated to A level, or equivalent.		Yes	A, I, Q
Relevant supervisory management qualification.		Yes	A, I, Q
Hold a current First Aid at Work Certificate or commit to achieve within 1 month of starting in post (funded by Sam's Space).	Yes		A, I, Q
Hold a relevant Food Safety Qualification or commit to achieve within 1 month of starting in post (funded by Sam's Space).	Yes		A, I, Q
<b>Knowledge, Skills, and Experience</b>			
Previous experience of working within the leisure of hospitality industry, in either an employed or voluntary capacity.	Yes		A, I
Previous experience in advertising and planning events or parties and private hire bookings.	Yes		A, I
Previous experience of cash handling with an understanding of the importance of robust cash management protocols.	Yes		A, I
Experience of and a commitment to work within safeguarding protocols either in an employed or a voluntary capacity.	Yes		A, I
Knowledge and understanding of compliance issues, legislation, and procedures for Health & Safety in the workplace.	Yes		A, I
Competent user of Microsoft packages, including Word and Excel.	Yes		A, I
Confident user of social media with a strong understanding of how different platforms work and how people engage with them.	Yes		A, I
<b>Qualities and Aptitudes</b>			
A genuine 'can do' approach and attitude to the task at hand.	Yes		A, I
Able to communicate and relate effectively to a wide and diverse range of people, demonstrating a knowledge of the economic, cultural, and social profile of the area, being sincere and respectful.	Yes		A, I
Able to develop and maintain appropriate boundaries and confidences in all professional and personal relationships.	Yes		A, I
Able to organise and manage workloads efficiently, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
Good interpersonal skills, with a welcoming and friendly demeanour, and a sensitive and approachable style.	Yes		A, I
Able to adapt positively to changing priorities and circumstances.	Yes		A, I
<b>Any Other Requirements</b>			
A commitment to work flexible hours as needed for the business, to include alternate Saturday working and infrequent evening working.	Yes		A, I

Be able to access all areas of the soft play facility and its equipment, including some confined areas and places of height.	Yes		I
Be able to travel freely so as to collect café stock from the cash and carry and local supermarket (mileage reimbursed).	Yes		I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
A willingness to understand, learn and engage with the ethos, and values of the Methodist Church.	Yes		I
A commitment to continue professional and personal development and to undergo relevant training where appropriate and necessary.	Yes		I
A satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).	Yes		I

- A:** Application form  
**I:** Interview  
**Q:** Proof of Qualification



## GENERAL INFORMATION

### **Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or require any reasonable adjustments to be made. Be assured we will be supportive in discussing any reasonable adjustments at all stages of the recruitment process. If you have questions about the way that we are working, please do not hesitate to contact [hr@sheffieldmethodist.org](mailto:hr@sheffieldmethodist.org) in confidence.

### **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification document.

### **Entitlement to work in the UK:**

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. Should an offer of employment be made you will be asked, and you must provide, evidence of your entitlement to work in the UK.

### **References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One must be from your current or your most recent employer and the second from a previous and relevant period of employment. It is important that both referees are able to comment on your suitability to the role.

### **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the job that you are applying for and the nature of the conviction.

### **Safeguarding:**

We are committed to safeguarding and promoting the welfare of children and vulnerable adults through safer recruitment practices and procedures. A satisfactory disclosure from an enhanced DBS check is a requirement of the role.

### **Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our Privacy Policy. If you are successful in your application, the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

### **Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

### **Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote all of these at all times. They include but are not exhaustive to Health & Safety, the General Data Protection Regulations, Data Protection, Information Governance, Safeguarding, EDI, Performance Management, and a range of Personnel and Financial Processes bespoke to the Church.