

Bristol Methodist Centre Management Committee Volunteer

The Bristol Methodist Centre

The Bristol Methodist Centre is a day centre for the homeless and vulnerable situated in inner city Bristol, close to major road links. A small, skilled staff team and volunteers provide practical support and hot food to over 50 guests from Monday to Thursday (daytime hours).

The Bristol Methodist Centre is a project of the Bristol and South Gloucestershire Methodist Circuit. It receives no statutory support and is reliant on voluntary management support and the generosity of churches, charities and individuals. Following a recent internal review, we are seeking to recruit additional voluntary members of the Centre's Management Committee to further develop this essential work.

Role Description

Role title	Member of the Bristol Methodist Centre (BMC) Management Committee.
Location	Within 1 hour travel of Bristol preferable, but not essential. (See Availability below.)
Overall purpose	Responsible for the good governance of the Bristol Methodist Centre.
Responsible to	Circuit Meeting of the Bristol and South Gloucestershire Methodist Church.
Relationships (internal)	The BMC Management Committee, and Centre Manager/Senior Support worker.
Relationships (external)	Members of the local church and community across Circuits and District.
Duration of appointment	Able to commit to at least 1 year as a BMC Management Committee member.*
Availability	Team members are expected to attend one meeting of approximately 2 hours every 6-8 weeks. This may be held via Zoom or face to face. We additionally request 1-2 days commitment per month for team member duties relating to governance and supporting the Management of the Centre.
Expenses	This is a voluntary role. Reasonable reimbursement for travel costs associated with attending face to face meetings offered.
Accountability	This role will be accountable to the Superintendent of the Bristol and South Gloucestershire Methodist Church.
Workforce (for DBS)	N/A.

* We also welcome applications from those unable to commit to being a full member of the Management Committee, but willing and able to contribute to the development of the work of the Centre in the following areas:

- Social media presence development/Marketing and PR
- Fundraising and income generation

Key Responsibilities

Members of the Management team will be collectively responsible for the good governance of the Bristol Methodist Centre.

Duties will include:

- developing and supporting the long-term direction of the BMC including its vision, mission and objectives.
- ensuring the BMC complies with its governing document, and other relevant legislation or regulations.
- maintaining proper financial control and ensuring the BMC applies its resources efficiently and wisely.
- establishing and monitoring the implementation of internal policies (to include safeguarding, health and safety policies, grievance and disciplinary procedures and equality, equity, diversity and inclusivity policies).
- supporting the operational management of the BMC.
- being an effective advocate for the BMC locally and Connexionally as appropriate.

Skills and Attributes

Some of the desirable experience and skill sets are listed below. We do not expect applicants to have all of these. In your application, please indicate what expertise you feel you can offer.

Experience	<ul style="list-style-type: none"> • Experience in working in the charity/homeless sector; • Experience in organisational or charity development; • Experience in working with governance; • Experience in Marketing or PR; • Experience in policy development; • Experience in charitable fundraising and income generation.
Knowledge and Skills	<ul style="list-style-type: none"> • A strategic thinker; • A good communicator both in person and online; • Good IT skills; • Ability to write grant funding bids; • Working knowledge of developing websites and social media platforms such as Twitter and Facebook.
Personal Qualities	<ul style="list-style-type: none"> • An empathetic and non-judgmental approach to those considered homeless, in need of food provision or support for mental health, or addiction etc.; • A willingness to work as part of a team
Beliefs and Values	<ul style="list-style-type: none"> • Sympathetic to the Christian faith

Closing Date

10th January 2022

How to apply

Please send a CV and covering note outlining how you are able to contribute to the Bristol Methodist Centre Management Committee to: george_janet@hotmail.com