

***Clapham Methodist Church, 121 Clapham High Street, London SW4 7JR***  
*Tel: 0207 622 2552 email: church@claphammethodist.org*

### **Job Description - Clapham Night Hub Manager**

The Clapham Night Hub is a service run by Clapham Methodist Church in collaboration with Churches Together in Clapham; Clapham Business Improvement District (Clapham BID) and the Emergency Services. The Methodist Church is strategically placed on Clapham High Street and the narthex of the church provides an ideal safe space for the project.

The Narthex was built as part of the Clapham Methodist Church refurbishment in 2011 to provide space and opportunity to serve the community. The services provided by the Clapham Night Hub are offered as part of the Mission of the Clapham Methodist Church and the Christian Community in Clapham, including the Churches Together in Clapham (CTiC). The postholder must therefore be in sympathy with the values of the Christian Church and of the Methodist Church in particular. The services of the Clapham Night Hub are however offered to those who need them without judgment or prejudice.

The Clapham Community has a vibrant night-time economy and every weekend thousands of young people enjoy the various facilities offered by the clubs, pubs and bars. The Clapham Night Hub has been developed over the years, to offer a safe place for those who find themselves in need. Medical care is provided by qualified medics for those overcome by the intake of alcohol or drugs and the space offers a sanctuary for those who, for whatever reason, find themselves in a vulnerable situation. The Night Hub provides a safe space for waiting for taxis, using toilet facilities, phone charging, hot and cold drinks, refreshments and chat. In some cases, where the safety of the service user may be compromised, the staff on duty will ensure that they get home safely. The Hub has also become a strategic communication point as the security staff in the various local businesses gather there for their breaks. Clapham Street Pastors; London Transport Staff and Street Level Security Wardens operate from the Clapham Night Hub on Friday and Saturday nights. The Hub is

linked to some of the other night venues by radio. Once in a month, members of local churches are invited to gather for a short service to pray for the work of the Hub.

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| Job Title:       | <b>Clapham Night Hub Manager</b><br>(Lay Employee of Clapham Methodist Church)                                                                                                                                                              |
| Location:        | <b>Church Hub/Narthex, Clapham Methodist Church,<br/>121 Clapham High Street, London, SW4 7JR</b>                                                                                                                                           |
| Hours of Work:   | <b>20 hours per week:</b><br><b>Friday 11:00 pm to 4:30 am (Saturday)</b><br><b>Saturday 11:00 pm to 5:00 am (Sunday)</b><br><b>other hours are to be worked flexibly in the office<br/>for administrative and report writing purposes.</b> |
| Responsible to:  | <b>The Minister of the Clapham Methodist Church or a designated<br/>member of the Clapham Methodist Church Managing Trustees</b>                                                                                                            |
| Responsible for: | <b>Night Hub Volunteers, Visitors and others</b>                                                                                                                                                                                            |

**Purpose & Objectives:**

1. The main purpose of the Clapham Night hub Manager is to manage the affairs of the Night Hub during its hours of operation over Friday and Saturday nights and to be the main point of contact on behalf of the Clapham Methodist Church.
2. The Clapham Hub Manager will recruit, induct and manage volunteers to assist in the running of the service.
3. The Clapham Hub Manager will also be responsible for liaising appropriately with partner organisations including the Clapham Business Improvement District, the Medical Team (who provide first response), the Street Wardens/Security, Street Pastors, Security Staff of the various local businesses, the Emergency Services and Transport for London Officials. The Hub Manager has responsibility for logging in the,

Medics, Street Wardens/Security, Street Pastors, when they come on shift and all visitors visiting for any reason.

**Main Responsibilities:**

- To ensure that the Night Hub is open and operating during the designated hours.
- To be present (or to ensure appropriate cover, when this is not possible) and take responsibility for the service, ensuring that it operates according to the principles agreed by the Managing Trustees of the Clapham Methodist Church.
- To make sure that paramedics are on duty during hours of operation when the Clapham Night Hub is open.
- To recruit, train, induct, supervise and support volunteers to support the service and to manage a rota so that there are sufficient volunteers present.
- To keep accurate records of each weekend's activities, recording usage and ensuring that any incidents are appropriately recorded in the incident log.
- To work cooperatively with the Clapham Business Improvement District (BID)
- To liaise with all the stakeholders making sure that all are up to date with the latest developments and to attend stakeholder meetings as necessary.
- To liaise with local supermarkets and restaurants for provision of resources needed at the Hub.
- To make regular reports to Clapham Methodist Church Council and work with Churches Together in Clapham to build up a volunteer pool.
- To arrange a monthly prayer meeting for the work of the Hub.
- To collect donations towards the work of the Night Hub and manage a small budget.
- Any other duties or responsibilities identified by the Minister or the designated manager, that are within the capabilities and level of responsibility of the post holder in order to meet the objectives of this post.

**Terms and Conditions:**

- **Terms of appointment:** This is a permanent position.
- **Salary:** £17,714.29 per annum (FTE: £31,000)

- **Normal working hours:** 20 hours per week (flexible). The Night Hub runs from 11:00 pm on Friday to 4:30 am on Saturday and 11:00 pm on Saturday to 5:00 am on Sunday. The finishing time may be later, on each shift, if someone is still receiving care.
- **Pension Scheme:** Automatic enrolment in Pension Scheme for Employees.
- **Office Space:** There is a shared office space provided at Clapham Methodist Church
- **Expenses:** All reasonable expenses incurred will be reimbursed.
- **Holidays:** 28 days statutory annual leave entitlement per year (pro-rata)
- **Safeguarding:** Appointment will be subject to a satisfactory Enhanced DBS Disclosure.
- **References:** Appointment is subject to two satisfactory references (one of which should be from a previous employer).
- **Probationary period:** The appointment will be subject to the satisfactory completion of a Six-Month probationary period.

### **Management:**

The Night Hub Manager will be managed, on a day-to-day basis by the Minister of Clapham Methodist Church, a designated person who is familiar with the work of the Clapham Night Hub or a management team appointed by the Clapham Methodist Church Managing Trustees.

The management will keep the appointment under review and meet with the postholder on a regular basis to offer support and give direction.

The Minister or the designated manager will be responsible for maintaining good lines of communication between the church, Churches Together in Clapham and the various stakeholders involved in the work of the Night Hub.