



love coffee.
love people.

Glesga Roasters at Bishopbriggs Community Church Manager

Job Title:	Manager
Salary:	£12.21 per hour with potential to rise with experience
Employer:	Bishopbriggs Community Church
Hours of work:	35 hours per week
Probationary Period:	3 months
Reporting to:	BCC Leadership
Line Management:	Managing a team of volunteers
Screening:	This post is subject to satisfactory references and vetting under the PVG Membership Scheme (Disclosure Scotland)

Overview

Glesga Roasters is a ministry of Bishopbriggs Community Church ('BCC'), a vibrant church placing hospitality at the heart of its ethos and its welcome. Glesga Roasters is situated within the church building coffee shop and plays a key role in the church engaging with the local community. It also provides opportunities for skills development for young people and some vulnerable groups. The role will oversee the operations of the coffee shop and the roasters ensuring we deliver a quality service to customers and excellent support to our volunteers and participants. The Manager will be responsible for ensuring Glesga Roasters remains financially viable, but more importantly, remains focussed on the vision and mission of the ministry and of the church.

We are seeking an individual with vision, passion, and a calling for the role, who will show enthusiasm and encouragement to volunteers and customers on a daily basis. We are looking for an individual who can see the potential in others and can create a safe space for people to thrive. The nature of this role is such that there is a Genuine Occupational Requirement for the successful applicant to be a committed Christian (Part 1 of Schedule 9 to the Equality Act 2010).

Principal Duties and Responsibilities

Planning and Development

- Working closely with BCC Leaders to prioritise the ministry aims of the coffee shop and roasters in line with the vision and mission of BCC.
- Responsible for ensuring the coffee shop and the roastery can operate safely and effectively together on a week-by-week basis.
- Develop and maintain partnerships for placements and opportunities for Individuals at Glesga Roasters.
- Ensure good relationships are maintained and where necessary, new ones developed with suppliers.
- Ensure all volunteers are fully trained as required - including customer service, food hygiene and health and safety.
- Pro-actively publicise Glesga Roasters within the Church and the local community, including social media channels, to ensure it is used to its fullest potential.
- Ensure risk management processes are in place and appropriate mitigating action is taken.

Staff Management

- Recruit and support a team of volunteers including vulnerable adults and young people who are involved in Glesga Roasters as part of their recovery and / or employability skills development.
- Managing shift rotas to enable the Coffee Shop to operate throughout the week.
- Carrying out staff and volunteer training needs analysis and ensuring all volunteers receive the training required to be effective in their roles.

Operational

- Ensure the smooth running of the Coffee Shop and Roastery.
- The safe sourcing, purchase, storage and preparation of all supplies and perishables.
- Oversee financial control and administration in line with an agreed budget for income and expenditure.
- Maintain accurate accounts, including managing and processing orders, manage daily takings, and provide monthly reports for the church leadership.
- Ordering supplies and stock control.
- Ensure the provision of excellent service, while seeking to serve all customers with a friendly and efficient manner.
- Full responsibility for Food Hygiene and Health and Safety matters.
- Liaise with relevant people on the organisational aspects of any events that are planned.

Hospitality and Care

- Ensure the Coffee Shop is seen as 'safe space' for anyone within our community to visit and that all customers and any other visitors to the Coffee Shop are welcomed warmly and professionally.
- Ensure Glesga Roasters maintains a ministry focus to provide opportunities and care for people who may not otherwise be in education, employment or training.
- Respond professionally to any safeguarding or concerns raised and maintain good practice, especially in the care of children and vulnerable adults.

Person Specification

Essential

- The nature of this role is such that there is a genuine occupational requirement for the successful applicant to be a committed Christian. This is a Genuine Occupational Requirement under Part 1 of the Schedule 9 to the Equality Act 2010.
- A mature Christian committed to the vision and values of Bishopbriggs Community Church and Glesga Roasters.
- A desire to lead a church ministry and show God's love when interacting with people.
- Excellent interpersonal skills and a willingness to engage positively with a wide range of people, including those on a journey of rehabilitation and recovery.
- Positive and enthusiastic, with the ability to inspire and motivate others.
- Able to create and deliver roastery orders within timelines
- Experience of leading a team of volunteers.
- Experience of managing in a hospitality environment.
- Food Hygiene Certificate.
- Barista skills and experience.
- Good organisational skills.

Desirable

- Active involvement in the life of BCC.
- Ability to plan and deliver informal training for members of the local community.
- Experience of working with people on the journey of rehabilitation and recovery.
- Experience of roasting and grinding coffee
- Ability to develop coffee roasting profiles
- Health and safety qualifications.
- Management experience within a coffee shop or roastery environment.
- Able to demonstrate a good knowledge of the world of coffee.

Are you Interested?

Candidates should apply in writing (via email), including a copy of their CV to:

admin@bcc.community