

# Calne Baptist Church

## Project Manager/Business Consultant (self-employed)

Calne Baptist Church is a Christian community seeking to engage more fully in the local area. With this in mind, we are looking to appoint a self employed individual on a part time basis to undertake a feasibility study to determine the viability of opening a community cafe in Calne to provide a range of services to the people of Calne.

### **Job Description:**

Working with the church's project group to facilitate and define the scope of the study, culminating in the agreed plan to determine the viability of the community café.

Undertake the actions defined within the project plan with regular reporting to the project group, leadership team or church meeting as required. We would imagine tasks to include (but not limited to):

- Identification of service range - i.e. what services could we provide that are not already being provided by the community;
- An assessment of the premises required to provide such services within a cafe setting;
- The suitability of available premises within Calne for the different options considered;
- The rental/purchase options/costs for suitable premises in the town;
- An estimate of the staffing requirements and costs associated with the service options considered;
- An estimate of the set up costs for each option considered;
- Identification of funding sources/grants for each option considered;
- Explore options for the legal entity that will operate the facility (Community Interest Company, charity, etc.) and the set up costs associated with each option;
- Meet with other churches in Calne to inform, encourage and assess their support for the project, including volunteering;
- Investigate the purchase of second hand equipment (e.g. from other cafes that are closing);
- Research and visit other similar projects;
- Market research for each option/creating the unique selling point (presenting and selling the project to the wider community, taking on board suggestions etc.);

/Over

**Person specification:**

- Project management skills (using the principals of PRINCE2)
- Entrepreneurial business skills
- Good knowledge of Calne and its socio-economic issues
- Strong interpersonal skills
- Excellent written and verbal communication and presentation skills
- Good negotiating skills
- Access to a car as you will be required to travel
- To be in sympathy with the church's vision and values

**Hours:** We envisage the contract will require between 15-20 hours p/w (including some evenings and weekends)

**Location:** home based

**Fee:** £35 per hour

**Mileage allowance:** £40p per mile

Position will be initially for a 3 month contract commencing at the end of September but consultancy may be extended.